HDM-DRAFT)
27 June 1950

MEMORANDUM FOR:

FROM

: Management Officer

SUBJECT

Draft of Administra tive Instruction re Reports of Changes in Personnel Status

- l. There is reproduced below a draft of a proposed Administrative Instruction concerning the reporting of changes in Personnel Status.
- 2. This instruction is intended to simplify and coordinate the system of reporting and disseminating this type of information. It will eliminate the use of Forms No. 37-3 and 38-17 and the special telephone Directory list which are required under existing regulations. Under the proposed system a bi-weekly report will be submitted to the Machine Methods Division, OCD where it will be punched on to IBM cards. Machine listings will be disseminated from this Division to authorized recipient, including Personnel, Fiscal, I&SS and the Telephone Information Desk.
- 3. Request that you forward your concurrence or comments on the attached sheet to this office by 10 July 1950.

25X1A

ADMINISTRATIVE INSTRUCTION NC:

25X1A

SUBJECT: Report of Change

1. Reporting of All Vouchered Personnel

In order to establish current and accurate records concerning the status and location of Agency personnel by machine methods all Assistant Directors and Staff Chiefs are directed to forward the following information concerning all vouchered personnel in their respective offices to the Machine Methods Division, OCD.

- a. Full Name
- b. Building & Room Number
- c. CIA Telephone Extension (Checking those names to be included in the CIA Telephone Direc tory)

2. Bi-weekly Reports

Form Number 36- (--) will be submitted each two weeks on the same date as the Bi-weekly Time & Attendance Report, to the Machine Methods Division, OCD: This form is to list all changes that have taken place during the previous two weeks. Negative reports shall be submitted when no changes have occurred.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Acting Executive

25X1A

.. Form No. 36-Edition July 1950

BIVEEKLY REPORT OF PERSONNEL DATA

This form is to be filled out on same date as the biweekly Time and Attendance Report, and forwarded to the Machine Methods Division, OCD, M Building.

EFFACTIVE	DATE:	Oī	FFICE:			VISIO	- 1	
		CIA ROOM	& TELEPA	ONE NUMB	ER CHANC	ŒS		
Name Bldg Ext.	ADD FOLL	OWING: Room No. Directory	/7	(Fi Name Bldg Ext•	ll in or	ıly ne	OWING: ecessary it Room No. Directory	ems)
Name Bldg Ex.t.	Add to	Room No. Directory	/7	Name Bldg Ext.	Delete	from	Room No.	77
Name Bldg Ext.	Add to	Room No. Directory		Name Bldg Ext.	Delete	from	Room No. Directory	
Name Bldg. Ext.	Add to	Room No. Directory		Name Bldg Ext•	Delete	from	Room No. Directory	
Name Bldg. Ext.	Add to	Room No. Directory		Name Bldg Ext.	Delete	fron	Room No. Directory	
Name Bldg. Ext.	Add to	Room No. Directory		Name Bldg Ext.	Delete	from	Room No. Directory	
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Name Bldg. Ext.	Add to	Room No. Directory		Name Bldg. Ext.	Delete	from	Room No. Directory	\Box
Name Bldg. Ext.	Add to	Room No.		Name Bldg. Ext.	Delete	from	Room No. Directory	

HOME ADDRESS AND HOME TELEPHONE CHANGES

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Name Home Address	City	
Home Telephone	O.E ty	State
Name		
Home Address	City	Ctat
· Home Telephone		State
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MARRIA Regulations require that reported. Appropriate section submitted to I & SS for all ma	GES, DIVORCFS, AND NA all marriages, divor as of the Personal	ME CHANGES ces, and name changes be . History Statement must be
Jame (As now recorded by Agent		
ew Name	y) Marrie	d// Divorced// By Court /
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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

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STATINTL

ADMINISTRATIVE INSTRUCTION NO.

· 3 June 1948

SUBJECT: CIA Forms.

STATINTL

Rescinds Administrative Instruction

dated 3 October 194%.

- 1. Requests for new and revised forms should be submitted to the Executive for Administration and Management on Form No. 30-11, "Request for Approval of Forms" (see attachment), together with draft of proposed form and "Reproduction Requisition," Form No. 36-2. "Requests for Supplies, Equipment or Service," Form No. 36-7, will be used in lieu of Form No. 36-2 when procurement is to be made from outside sources.
- 2. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination prior to submission of proposed forms for final action. This coordination should provide for maximum utilization and standardization for intra-office or intra-agency use, including elimination of unnecessary or essentially duplicate current forms.
- 3. The Management Branch, A&M, will provide procedural and format assistance in development and utilization of proposed forms.
- h_{\bullet} . Requests for forms stocked by Services Branch, A&M, will be submitted directly to the Supply Division, Services Branch, on Form No. 36-7.
- 5. All offices which maintain an exclusive inventory of forms will submit Form No. 36-2 or Form No. 36-7, as appropriate, to the Management Branch, A&M, when reordering such forms.
- 6. Two finished copies of all new or revised forms will be forwarded to the Management Branch by:
 - a. Reproduction Division, Services Branch when forms are reproduced within ${\tt CIA}$.
 - b. Supply Division, Services Branch when forms are obtained from outside sources for central stocking within CIA.
 - c. Using Offices when Forms are ordered from outside sources and stocked only within the using office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for

Administration and Management

Attachment
DISTRIBUTION: A

Approved For Release 2001/08/02: CIA-RDP81-00728R000100020045-3

RÉQUEST	FOR TH	E APPRO	VAL OF FO	RMS	
NOTE: See instructions on reverse wide.					
TITLE OF FORM		PROPOSE	D EDITION .	TYPE OF FILE	
and the second of the second o			NEW REVISED	VISIBLE VERTICE	
NUMBER AND EDITION DATE OF EACH FORM SUPERSED	ED			CURRENT FORMS	
			το	BE USED	NOT TO BE USED
JUSTIFICATION				7 7	
PUBLISHED AUTHORITY DIRECTING USAGE; PROCEDUR	AL PURPOSE;	SPECIFIC OR	IGANIZATIONAL U	NIT INITIATING	THE FORM; NUMBER
COPIES IN WHICH PREPARED AND THEIR DISPOSITIO	N				
				¥	
					The second second second
	-1				
COORDINATED FOR STANDARDIZED APPLICATION	CONCURREN	CES (Intra-	agency using of	fices or offic	itais)
YES NO					
REMARKS:		100	SIGNATURE		
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ORM NO. '		side if nec			

25X1A

ADMINISTRATIVE INSTRUCTION NO.

14 December 1949

ILLEGIB

SUBJECT: Forms Control and Standardization.

ILLEGIB

RESCISSION: Administrative Instruction No.

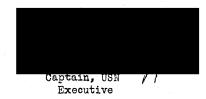
dated 3 June 1948

25X1A

- l. The CIA forms control and standardization program is designed to promote procedural efficiency, eliminate duplication of forms, achieve economies in the procurement, stocking, and distribution of forms and reduce the man-hours required to process them.
- 2. A form is a printed or reproduced document with blank spaces provided for inserting specific information. A "form letter" is a letter printed or reproduced to furnish information for repeated mailings or one mailing to numerous destinations. Form letters with or without blank spaces are considered forms for the purposes of this directive.
 - 3. The Management Staff is responsible for:
 - a. Reviewing, recording and approving requests for the use, reproduction, or procurement of all Agency forms.
 - b. Registering and assigning identification to forms.
 - $\ensuremath{\text{o}}_\bullet$ Establishing and applying design and specification standards to forms.
 - d. Analyzing forms for essentiality, purpose, content, simplification, consolidation, standardization, and related procedures.
 - e. Furnishing technical assistance in designing forms.
 - f. Making recommendations in connection with the procurement, storage and distribution of forms.
 - g_{\bullet} . Initiating surveys for the purpose of eliminating unnecessary forms $_{\bullet}$
 - h. Clearing with the other agencies on matters pertaining to their forms used by the Agency.
 - i. Evaluating the forms control and standardization program.
 - 4. The classes of forms used in CIA are:
 - a. CIA Forms Approved by the Management Staff for use of the Agency.
 - b. Standard Forms Approved by the Bureau of the Budget or the General Accounting Office for the mandatory use of other agencies.

- c. Civil Service Forms Prescribed by the Civil Service Commission for the use of all Federal agencies in the administration of civilian personnel.
- d. Miscellaneous Forms Developed within and approved by other agencies which cannot accurately be classified under a, b, or c above but which are authorized for use of CIA.
- 5. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination on proposed forms and providing for maximum utilization and standardization for intra-office or intra-agency use. Where possible new forms will eliminate assentially duplicate current forms.
- 6. Requests for new or revised forms shall be submitted to the Management Staff on Request for Approval of Forms (Form No. 30-11) with a draft of the proposed form and Reproduction Requisition (Form No. 36-2). Request for Supplies, Equipment, or Service (Form No. 36-7) shall be submitted in lieu of Form No. 36-2 when procurement is made outside the Agency.
- 7. The printing, reproduction, procurement or use of forms within the Agency is prohibited without the prior approval of the Management Officer. Two copies of improvised forms currently used shall be submitted with Form No. 30-11 to the Management Officer for approval.
- 8. Requests for the discontinuance of approved forms shall be submitted to the Management Officer by the office which initially requested approval.
- 9. A functional list of all approved CIA forms and a numerical list of all non-CIA forms currently stocked in the Supply Division are attached as an appendix. An amendment to the list will be issued each quarter. A revised list will be issued on 1 July of each year.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

ATTACHMENTS: 4

. Appendix

1. Functional Index for CIA Forms

2. Functional Listing of Approved CIA Forms

3. List of Standard Forms Stocked in CIA

4. List of Civil Service Forms and Miscellaneous Forms DISTRIBUTION: A -2-

APPENDIX

ADMINISTRATIVE INSTRUCTION 1
31 OCTOBER 1949

25X1A

RESTLICTED

FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT		PAGE NUMBER
Accounting, Accounts and Audits		1.
Action	1	1.
Allotments and Allocations	•	1.
Applicants, Applications, Appointments, Perand Personal Data	rsonnel ::	
Approvals		1.
Attendance and Leave		2 • 2 •
Charge-Out and Filing Devices		2.
Check Sheets		2.
Clearances Coding		3.
Contact, Liaison and Interview		3.
Contracts and Agreements		3.
Control and Follow-Ups		4.
Damage, Destruction, Salvage and Loss		4.
Distribution, Delivery and Disposition		5.
Examinations and Tests		5∙
File Slips		6.
Indebtedness		6.
Information Requests, Reports and Records		6 .
Instructions		7.
Inventories		8.
Letterheads		8.
Logs and Registers		8.
Mail, Courier and Messenger		8.
Medical		9. 9.
Obligations		10.
Orders		10.
Passes, Pass and Admission Records		10.
Pay Roll and Time Records		11.
Production		11.
Purchase	**	11.
Receipts and Receiving		11.
Recruitment		12.
Reference Index		12.
Reports and Statements		12.
Requirements		13.
Requisitions and Requests		13.
Rosters and Strength Reports		14.
Routing, Signature and Memo Sheets and Slips	3	14.
Schedules		14.
Status		15.
Surveys, Studies, Investigations and Inspect	ions	15.
Telecommunications		15.
Training Transfers		17.

FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	PAGE NUMBER
Transmittals Travel, Transportation and Shipping Vouchers	18. 18.
Work Sheets, Charts and Graphs	19. 19.

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO	• TITLE	CURRENT EDITION DATE
Accounting	g, Accounts and Audits	
33-16 33-18 34-13	Accounting by Individual for Advance Post Allowance Audit Card Postage Stamp Disposition Record and Sum-	JUN 1949 FEB 1948
34-102	No Title - Request to carrier for rebilling of Transportation Request because of war.	ост 1949
34-103	used portion of ticket. No Title - Request for clarification to permit prompt settlement of billing (Bond)	JUN 1949
34-103	permit prompt settlement of billing	JUL 1948
314-1014	(Tissue) Request for Information Relative to Disposition of Certified Voucher Covering	JUL 1948
36-88 57-13 59-4	Account Reconciliation Card Cash Journal Financial Status of Project	OCT 1948 JUL 1949 JAN 1948 JUN 1949
Action		
37-1 37-3 37-14 37-65 37-109 37-111	Confidential Funds Personnel Action Personnel Action Request Placement Action Slip Personnel Action Route Slip Personnel Action Transmittal Memorandum Canceled Personnel Action	AUG 1949 JUL 1949 FEB 1949 JUN 1949 JUN 1947 SEP 1949
Allotments	and Allocations	
32-5 32-7 33-20	Advice of Allotment Authorization Request for Change in Allotment Report on Expenditures and Budget Allo- cations	AUG 1948 NOV 1947
59 - 2 59 - 5 59-5	Excerpt of Financial Data OPC Administrative Allotment Advice OPC Administrative Allotment Advice (Tissue)	MAR 1948 JUN 1949 JUN 1949 JUN 1949
Applicants,	Applications, Appointments, Personnel and Perso	nal Data
23 - 1 33-2	Applicant Record Card	NOV 1947 MAR 1949

-1-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FOR S

TITLE

CURRENT EDUTION DATE

FORM NO. Applicants, Applications, Appointments, Personnel and Personal Data (cont) DEC 1946 Cath of Office FEB 1947 Within Grade Promotion Record
Housing Application
Applicant Data Form
Personnel Data Form
Military Record
Periodic Pay Increase Report
Personal History Statement
Personal History Statement - Appendix 1
Application for Employment
Notice of Fingerprinting
Personal History
Ho Title - Lotter of Appointment

(Unvoushered) Application for Parking 33-11 36~39 37-20 37-22 37-38 37-49 37.-50 37-58 37-105 38-1 38-1A 38-35 38-39 51 - 24(Unvouchered Employees) JUN 1948
Employee's Information Form - Field M.R. 1948 51-105 Employee's Information Form - Departmental 56-65 56-67 Approvals JUN 1948 Advice of Project Action 10-1 Security Approval 38-101 Attendance and Leave Duty Status Report JUN 1949 Bi-Weekly Attendance Record Attendance Report MAR 1947 33-30 DEC 1947 35-22 38-29 Attendance Record - Voice Monitoring
MAR 1947 56-25 Charge-Out and Filing Devices

35-13 Document Charge-Out Slip

35-24 Serial Removal Form

35-26 Abstract Charge-Out Slip

35-28 File Charge-Out Slip Section MOV 1946 AFR 1947 APR 1947 FEB 1949

RESTRICTED

Security Check Sheet

Staff Duty Officer's Check List

The Daily Report - Stencil Check Sheet

FEB 1943

Check Shoots

Final Checking Record

38-8 56-14

70-22

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Clearances	and the second of the second o	
20-2 27-101 34-30 37-31 37-104 37-105	Record Card No Title - Office Memorandum Final Payment Clearance Sheet Medical Clearance (Military) Request for Socurity Clearance Periodic Pay Increase Report	Jun 1948 Mar 1949 FEB 1949 Jan 1947 May 1949 OCT 1949
Coding		•
29-22 29-28 30-9 38-47 60-23 60-47 60-49 60-55 60-59 60-61 60-66 (Test) 60-67 70-30 70-48	Graphic Materials Coding Sheet - Books Foreign Industrial Transcript Sheet Graphic Materials Coding Sheet - Maps Security Information Card Master Card Data Graphics Register Analyses Sheet - Spot Photography and Personalities Individual Code Sheet Organization Code Sheet Graphic Materials Analysis Sheet - Film Biographical Code Sheet Product Transcript Sheet - Card No. 3 Employee Status Change Card Industrial Register Transcript Sheet No. 1 Map Catalog Card Shipping Record	FEB 1948 MAY 1948 DEC 1947 MAR 1949 MAY 1949 NOV 1948 AUG 1948 AUG 1948 APR 1949 DEC 1948 JAN 1949 JUL 1949 MAY 1948 OCT 1949
Contact, Lie	aison and Interview	
51-33 51-35 51-46 51-46 57-19 60-56 (Test)	Personnel Relations Interview Record Investigative Liaison Record Report of Interview Liaison - Contact Card Contact Locator Card State-Control Record Card-White State-Control Record Card-Blue 00/C Case Sheet International Travelers Arriving and Departing U.S.A. Record of Liaison Contact Data on Exchange	FEB 1947 MAR 1949 NOV 1946 JUN 1947 JUN 1947 OCT 1947 OCT 1947 FEB 1949 DEC 1948 APR 1949
		OCT 1949

-3-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

DODM NO		TITLE		CURRENT EDITION DATE
FORM NO.				
A STATE OF S		• • •		
Contracts an	nd Agreements			
36-35	Informal Agreemen	nt for Services		JAN 1947
36 - 45	General Contract	Conditions		MAY 1947
37 - 39	Release		4 1	OCT 1949
37 - 53	Personal Service	Contract	•	APR 1949
38 - 33	Secrecy Agreemen			APR 1948
51 - 39	Bill of Sale	* . * . * . * . ·		JUN 1947
51-40	Declaration of T	rust		JUN 1947
51 - 104	No Title - Emplo	yment Agreement		JUN 1948
55 -1 04	No Title - Emplo	yment Agreement		JUN 1948
JJ-104	110 12 000	-		
Control and	Follow-Ups			
		,		JUN 1948
29-23	Block Control Sh	leet		MAR 1948
30 - 5	Table of Organiz	ation		NOV 1948
32 - 1	Form Control Car	'd		APR 1947
32 - 8 -	Position Control	L Ledger		MAY 1947
32 - 9	Alphabetical For	m Control Card		JUL 1949
32-12	Position Control	L - White		JAN 1948
32 - 12	Position Control	r - Brae		MAR 1948
35-21	SFD-SMU Posting	Control Cond		NOV 1948
35-53	Project/Contract	control card		DEC 1948
35-54	Contract Payment	t Control Card		JUN 1949
35-58	Important Notice	9		OCT 1946
36 - 13	Accounts Contro	I Register		OCT 1946
36 -1 4	Stock Control Co	ard		FEB 1948
36-14A	Stock Control Co	ard		OCT 1946
36-15	Voucher Register	r		JUL 1949
36 - 251	Supply Record Co	ard	-1 00	DEC 1947
<u> 36-32</u>	Daily Gasoline	and Oil Consumpt	,1011	JAN 1947
36-34	Contractor's Fi	le Card	···	JAN 1948
36-44	Non-Expendable	Property Record		DEC 1947
36-46	Dispatcher's Re	cord		NOV 1947
36-47	Chauffeur's Rec	ord		JUL 1947
36 - 48	Identification			SEP 1947
36-55	Contract Record	_		NOV 1947
36 - 59	Vehicle Repair	Record		JUN 1949
36-87	Replenishment o	i Stock Record		OCT 1949
36-89	Vehicle Record	and a second a	• •	OCT 1948
37 - 15	Position Contro	ol Card - White		OCT 1948
37-15	Position Contro	ol Card - Salmon	e jednosti se	NOV 1948
37-54	Follow-Up Slip	~		MAY 1949
37-63.	Personnel Proce	essing Control C	ard.	11051 3747

-4-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORII NO.	TITLE	CURRENT EDITION DATE
Control and	l Follow-Ups (cont)	
		1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
37-69	Approved Positions	SEP 1949
38-27	Open - Safe Label	DEC 1947
38-40	Physical Security Control Card	JUN 1948
51-48	Status Control Card	APR 1949
51-55	Letter Card	JAN 1948
51-56	Document Card	JAN 1948
51-74	Document Control Card	FEB 1949
51-79	Stock and Allocation Record	JUL 1949
57-20	Index Section Control Slip	MAR 1949
53-10	Project Record Card	OCT 1949
58-11	Periodical Record Card	SEP 1949
59-1	OFC Project Control	NOV 1948
60-41	CIA Library Control Slip	JUL 1949
60-57	Batch Control Sheet	JUL 1949
60-60 60-62	Information Control Sheet	DEC 1948
	Document Index Control Sheet	FEB 1949
60 - 65	Graphic Materials Record	JUL 1949
60-68	Publication Supply Record	SEP 1949
70-17	Progress Card	DEC 1947
70-24	Drafting Room Record	FEB 1948
70-26	Office Map Record	FEB 1948
70-31	Base Map Progress Chart	APR 1948
70~32	Overlay Progress Chart	AFR 1948
70-37	Loan Record Card - White	JUN 1948
70-37	Loan Record Card - Buff	JUN 1948
70-41	Map Request Routing Sheet	NOV 1948
70-47	Follow-Up Requirements - SO	OCT 1949
70-47A	Follow-Up Requirements - 00/C	OCT 1949
Domono Dos	+	
Damage, Des	truction, Salvage and Loss.	
35-18	No Title - Certification of Destruction of	
00-10	Document Document	
35-59	- · · · · · · · · · · · · · · · · · · ·	NOV 1947
36-42	Destruction Report Card	AUG 1949
36-82	Voluntary Payment for Public Property	MAY 1947
00-02	Certificate of Droppage - Expendable Supplies	DEC 1948
Distribution	, Delivery and Disposition	•
35-21	Distribution Record File Comp	
36-10	Distribution Record File Card	I.R 1947
30-10	Combination Stock Record, Receiving and	1777 7010
	Froperty Issue Form	APR 1948

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FUNCTIONAL LISTING OF APPROVED CIA FOLMS

FORM NO.	LOW LES
TITLE	CURRENT
Distribution, Delivery	EDITION DATE
Distribution, Delivery and Disposition (cont)	
36-29 Notice of Delivery 36-102 Letter No. 1 - Inquiry as to overly	JUL 1948 JAN 1947
delivery as to creat	ATTG TOLO
	AUG 1949
of periodicals not received. 70-28 Primary Distribution Record Map Delivery Record	
70-33 Map Delivery Record 70-45 Map Printing and Distribution Record Examinations and Total	AUG 1949 FEB 1948
Examinations and Tests	MAY 1948 AUG 1949
37-42 Test Record Card 37-43 Test Data Report P	
57-46 Shorthand m	SEP 1949 DEC 1947 APR 1948
37-51 Checklist and Score Sheet for Road Test in Traffic Report of Qualifications	MAY 1948
File Slips	Aug 1948 SEP 1949
29-19 Library File Slip - Green 35-31 File and Routing Slip Abstract File 22	TAN Jolo
35-31 Abstract File Slip - White Abstract File Slip - Yellow	JAN 1948 JAN 1949 AFR 1947
Abstract File Slip - White Blue and S	APR 1947 APR 1947 APR 1949
70-4 File Slip - Its	APR 1947 AUG 1949 DEC 1947
File Slip - Classified Indebtedness	AUG 1948 AUG 1948
34-21 Bill for Collection Bill for Gallection	
34-22 Statement of Details 34-25 Claim for Position - Tissue	0CT 1949 MAR 1947
	AFR 1947 TUN 1947

-6-RESTRICTED

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO.	TITLE	CURRENT EDITION DATE
	Tufamustian	Requests, Reports and Records	
	THEOTHERCEON	Requests, Reports and Records	
	37 - 4 37 - 6	Service Record Information Personnel Information	OCT 1948 JUL 1949
	51-4	Information Report	JAN 1947
	51-4A	Information Report	SEP 1948
	51-4A-1	Information Report	DEC 1948
	51-4B	Information Report	DEC 1948
	51-4C	Information Report	DEC 1948
	51-5	Information Report - External Survey	
	7- 7	Detachment	OCT 1949
	51 -1 4	Information Directive	JUN 1949
	51-15	Evaluation Record	AUG 1947
	51-25	Grading Shoet	JAN 1947
	51-58	Field Information Report Sheet	FEB 1948
	51 - 59	Operational and Source Data Sheet	FEB 1948
	51 -61	Information Report	MAY 1949
	51-61A	Information Report	MAY 1949
	51-76	OSO Preliminary Response to OCD	MAR 1949
	51 - 77	Information Report	JUN 1949
	55 - 8	Assessment Sheet	JAN 1949
	55 - 101	Assignment of Collection Action	MAY 1947
	57 - 6	Organization Activity Record	APR 1947
25X1A	57-14	Process Sheets for Reports	MAY 1948
20/(1/(57-15	Reports Record Card	MAY 1948
	57 - 16	Process Sheet for OO/C Cases	JUL 1948
	57 - 22	Case Status Report	MAY 1949
	58 - 3	ICF Sheet - $6'' \times 10^{\frac{1}{2}}$ "	JUL 1948
	58-3A	ICF Sheet - 5"x8"	JUL 1948
	58 - 5	Project Record Card	DEC 1948
	58 - 6	Project Record A	APR 1949
	58-7	Project Record B	APR 1949
	58 - 8	Editorial Press Work Sheet	APR 1949
	60 - 1	Request for Intelligence Information	APR 1948
	60-3	Information Dispatch Slip	FEB 1947
	60-6	C.D. Kardex Record	MAY 1948
	60-34	ICF Card - Duplimat	JUL 1949
	60-58	Biographical Information Sheet	DEC 1948
	60-58A	Biographical Information Sheet - Continuation	1 W
	0 Juli	Form	JAN 1949
25X1A	60 - 58B	Biographical Information Card -	JUN 1949
	60-60	Information Control Sheet	DEC 1948
	60-64	Biographic Report	MVA 1276

FUNCTIONAL LISTING OF APPROVED CIA FORMS

		CURRENT
FORM NO.	TITLE	EDITION DATE
Information	Requests, Reports and Records (cont)	
60 - 101 70 - 10	No Title - CD Letter Pack Intelligence Information Report Grading	JAN 1949
70-314 70-35 70-44	Sheet Personnel Reporting Form Organization Reporting Form ORE Report 15-49 Supplement - Duplimat	JUN 1949 MAY 1948 MAY 1948
Instruction		
29-5 60-71 70 - 23	ICF Reproduction Instructions Consolidation Instructions Revision and Rerun Record	DEC 1947 OCT 1949 FEB 1948
Inventories		
35-57 36-16 36-19 36-83	Semi-Annual Inventory Report Report of Inventory Adjustment Frogerty Inventory Record Stock Card	JUN 1949 OCT 1946 JUN 1949 JAN 1949
Letterheads	ang mengangan di kebahagai kebahagai kebahagai kebahagai kebahagai kebahagai kebahagai kebahagai kebahagai keb Kebahagai kebahagai	
51-28 51-28 51-29	No Title - Official Dispatch (White) No Title - Official Dispatch (Blue) No Title - Official Dispatch (Yellow)	MAR 1949 MAR 1949 JUN 1949
Logs and Re	gisters	en e
35-19 35-32 35-33 35-34 35-35 35-42 35-43 35-44	Log Outgoing Cable Control Sheet Incoming Cable Control Sheet Incoming Log - Secret Outgoing Log - Secret Signal Center Number Log - Out Signal Center Number Log - In Teletype Wire Sheet - Inward	FEB 1947 MAY 1947 MAY 1947 MAY 1948 OCT 1947 AUG 1947 AUG 1947
35-45 35-46 35-51 35-52 36-69 36-72	Teletype Wire Sheet - Outward Log - Confidential Consolidated Teletype Wire Sheet Incoming Cable Log Daily Log for GPO Work Domestic Shipping Register	OCT 1947 MAY 1948 JUN 1948 JUL 1948 JUN 1948

-8-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO.	TITLE	CURRENT EDITION DATE
	Logs and Re	gisters (cont)	
	36-78 37-64	Record of Jobs Processed in Composing Room Reference Log Sheet, Confidential Jacket,	JUL 1948
	20. 22	Personnel Folder	JUN 1949 JAN 1947
	38-11	Visitor's Register Log	AFR 1948
	38-14 51-31	Top Secret Log Information Cable Log	MAY 1947
	51-38	FPDA Reports Log No. 2	JUL 1948
	5 1- 42	Log	AUG 1947
	51 - 52	Source Log	FEB 1948
057/44	51-64	Station Traffic Sheet	AFR 1948
25X1A	56-20	Cable Log -	MAR 1947
	57 - 21	Field Office Log Sheet	MAY 1949
	60-7	Document Log Sheet	APR 1947
	70-2	Incoming Log	APR 1949
	70-3	Outgoing Log	FEB 1947
	70-8	Cable Log - Secret and below.	MAY 1949 FEB 1947
	70-9	Cable Log - Top Secret	FEB 1948
	70-27 70-40	Map Request Record Job and Time Log	JUN 1948
	70-40	500 grid Time Evg	
	Mail, Couri	Ler and Messenger	
	34-7	No Title - Check Mailing Slip	APR 1947
	34-13	Postage Stamp Disposition Record and Sum-	- 1 - 1
		mary Report	OCT 1949
	35-10	Envelope and Message Receipt	MAR 1947
	35-11	Postage Slip	DEC 1948
	35-16	Courier's Classified Mail Receipt	JUL 1949
	35-27	Special Mail Preference Slip	APR 1947
	Medical		
	37-7	Treatment Record Card	NOV 1946
	37-26	Daily Report of Emergency Treatments and	
		Physical Examinations	SEP 1949
	37 -27	Monthly Report of Emergency Treatments and	
		Physical Examinations	JAN 1947
	37 - 32	Report of Physical Qualifications for Duty	DEC 1948
	37-47	Record of Individual Hypodermic Injections	JUL 1948
	37 - 48	Case Record	JUL 1948 OCT 1948
	37 - 52	Physio-Therapy Record	NOV 1948
	41/-hh	Health Record	11/0 / 12/40
	37 - 56		
	37-56A 37-66	Health Record - Continuation Form Motion Sickness	nov 1948 jul 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Obligation	S	
32 - 19 34-9 34-12	Memorandum Record of Obligations Miscellaneous Obligation Record Report of Obligations and Expenditures by	JUL 1949 JUN 1949
34-12A	Object Classes Report of Obligations and Expenditures by Object Classes - Work Sheet	NOV 1948
34 -1 4 34 - 15 34 - 34	Report of Estimated Obligations Record of Obligations and/or Payments Record of Unliquidated Obligations	AUG 1948 AUG 1949 JUN 1949
Orders	a sa omarquaded obligations	MAR 1949
33-27 33-28 34-4	Travel Order Domestic Travel Order Travel Order	JUL 1949 MAR 1949 MAR 1949
34-4A 36-1 36-36 36-58	Travel Order - Tissue Purchase Order Order Ticket Job Order	MAR 1949 MAR 1949 JAN 1947 DEC 1947
36-65 36-77 36-79	Telephone Service Order Work Ticket Supply and Work Order	APR 1948 JUL 1948 OCT 1948
76-84 Passes, Pas	Work Order - Graphics s and Admission Records	FEB 1949
38 - 4 38 - 5	Admission Card	MAY 1947
38-11 38-19	Forgotten Badge Record Visitor's Register Log Visitor Admittance Form	JAN 1947 JAN 1947 JAN 1948
38-20 38-26 38-31 38-41	Identification Badge Record Limited Pass Receipt Tabulation of Visitor Traffic	SEP 1947 DEC 1947 NOV 1948
38-43	Photograph Identification Admittance Sheet for Telephone Company Employees	JUL 1948 SEP 1948
38-46 38-63 38-63 38-63	Limited Pass Record Visitor Exit Pass - Blue Visitor Exit Pass - Buff Visitor Exit Pass - Pink	JAN 1949 AUG 1949 AUG 1949
-	an and the	AUG 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.		TITLE		CURRENT EDITION DATE
Pay Roll and	d Time Records	,		
32-3 33-22 33-23 33-24 33-29 33-103 34-6 34-24	Request for Application for Pay Roll Journa Employee Earnin Pay Roll Change Authority to Ma Pay Roll List No Title - Requ	Payment of All l gs Record Notice ke Salary Deduc	otions agency for	OCT 1949 OCT 1948 NOV 1948 NOV 1948 MAR 1949 OCT 1948 NOV 1948
34-26 34-30 34-31 34-32 34-33 36-57	employee tran Earnings Record Final Payment C Pay Roll Index Application for Schedule of All Daily Time Shee	learance Sheet Card Allowances owances	A. •	OCT 1947 AUG 1947 FEB 1949 DEC 1948 DEC 1948 DEC 1948 DEC 1947
Production				
37-68 56-35 60-62 70-21 70-25	Weekly Work Rep Daily Production Document Index Map Reproduction Drafting Assign	on Control Sheet on Time Record		AUG 1949 APR 1947 FEB 1949 FEB 1948 FEB 1948
Purchase				
36-1 36-28 36-36 36-101	Purchase Order Tabulation of I Order Ticket Invitation to			MAR 1949 MAY 1948 JAN 1947 JUN 1948
Receipts a	nd Receiving			
201 33-14 35-3 3510 3516 3520 35-47 36-66	Courier's Clas	lessage Receipt sified Mail Rec intelligence Rec Pouch Receipt	ceipt	FEB 1948 FEB 1947 FEB 1949 MAR 1947 JUL 1949 OCT 1947 NOV 1947 MAR 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TI	rle -	CUREENT EDITION DATE
Receipts a	nd Receiving (cont)		
36-67 38-16 38-26 51-54 60-65 70-18 70-29	keceiving Report Document Receipt Document Receipt - Transm Limited Pass Receipt Transfer Report Graphic Materials Record Library Record Slip Transmittal Record	nittal	APR 1948 APR 1948 DEC 1948 DEC 1947 DEC 1947 JUL 1949 FEB 1948 FEB 1948
Recruitmen	<u> </u>		
37-8 37-61 Reference	Recruitment Request Personnel Recruitment Sta	tus	JUN 1949 MAY 1949
29-10 29-11 29-20 30-10 34-31 35-30 35-30A 35-30B 35-30D 36-81 60-69 70-16 70-18	Report Record Miscellaneous Document Re Screen Record - National Issuance Cross Reference Pay Roll Index Card Abstract Tabulation Card Cross Reference Sheet Library Record Slip	Archives	DEC 1947 DEC 1948 FEB 1948 MAR 1948 DEC 1948 AFR 1947 SEP 1947 AFR 1947 AFR 1947 DEC 1948 OCT 1949 SEP 1947 FEB 1948
29-16 32-2 32-18 34-3 34-29 35-39 36-40 37-33	Scientific Report Monthly Forms Report Comparative Financial Stat Administrative Audit Diffe Reconciliation Statement Daily Report Moving Information Report No Title - Commander's and Report	rence Statement	DEC 1947 SEP 1946 JUN 1949 MAR 1949 JAN 1948 JUN 1948 FEB 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Reports and	Statements (cont)	• • •
37-41 37-41A 37-67 37-70 38-22 38-42 51-53 51-81 56-32	Personnel Status Report Unvouchered Personnel Status Report Daily Security Report Report of Qualifications Security Violation Report Daily Report Status and Efficiency Report Covert IAC Personnel Status Report Report on Daily Typist Operations	JAN 1949 JUL 1949 JUL 1949 SEP 1949 AUG 1949 JUL 1949 DEC 1947 OCT 1949 MAR 1947
Requirement	S	
32-15 32-16 32-17 57-18 59-3 70-47 70-47A	Summary of Budget Estimates Fiscal Year Personal Services Estimates Non-Personal Services Estimates Request for Requirements OPC Budgetary Data Follow-Up Requirements - \$0 Follow-Up Requirements - 00/C	JUN 1949 JUN 1949 JUN 1949 JAN 1949 JUN 1949 OCT 1949 OCT 1949
Requisition	s and Requests	
30-11 33-15 36-2 36-6 36-7	Request for Approval of Forms Request for Advance Reproduction Requisition Report on Status of Requisition Requisition for Supplies, Equipment, or	Jun 1949 Jun 1949 MAR 1949 AUG 1949
36-74' 36-58 36-65 36-79 37 - 59	Service Requisition for Supplies, Equipment, or Service - Manifold Job Order Telephone Service Order Supply and Work Order Request for Personnel Folder or Record Card	SEP 1949 SEP 1949 DEC 1947 APR 1948 OCT 1948 FEB 1949
37-62 38-2 58-9 60-21 60-70 70-19	Request for Designation Request for Credential Document Request Card Request for Inter-Library Loan Request for Library Loan Service Drafting Specifications - Top Secret (Cover Sheet)	MAY 1949 JUL 1949 APR 1949 MAR 1949 OCT 1949 PEB 1948
70-19A 70-20	Drafting Specifications - Continuation Sheet Type Order	FEB 1948 FEB 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO	• TITLE	CURRENT EDITION DATE
	Rosters a	nd Strength Reports	
	32-20 37-71 38-17 57-23	Supporting Schedule for S.F.80 and S.F. 113 Overt IAC Personnel Status Report Personnel Status Report Roster of Interpreters	AUG 1949 OCT 1949 APR 1947 MAY 1949
	Routing, S	Signature and Memo Sheets and Slips	• ••
	15-1 30-4 35-1 35-2 35-40	Routing Slip Official Routing Slip File and Routing Slip File Slip - Standard Register (Used for routing.)	DEC 1948 SEF 1947 JAN 1949 AUG 1947
	J)-240	Registry Routing Slip	JUL 1940
	35 - 55 35 - 56	Non-CIA Message Routing and Recard Sheet - Loan Copy	In Error JUN 1949
	36-8 36-9 36-70 37-9 37-55 37-65 38-13A 38-21 38-34 51-9 51-10 51-17	Non-CIA Message Routing and Record Sheet - Retain Copy Transmittal Slip Office Message Thing Tag Foral Sheet Foral Slip Personnel Action Route Slip Signature Record and Cover Sheet Signature Record and Comment Sheet Security Branch SO Routing Sheet Investigative Division Routing Slip Routing and Record Sheet - Blue (Free - Restricted - Confidential) Routing and Record Sheet - Pink (Secret) Information - Cable Routing and Record Sheet	JUN 1949 SEP 1946 SEF 1946 JUN 1948 AUG 1949 MOV 1948 JUN 1949 APR 1948 JUN 1949 OCT 1947 JUL 1949 APR 1949 APR 1949
	51-18	Confirmation - Cable Routing and Record Sheet	JAN-1947
	51-19 51-23 55-5	Action - Cable Routing and Record Sheet Cable Routing and Record Sheet - Plain Internal Routing and Record Slip - 00	JAN 1947 JAN 1947 JAN 1947 OCT 1949
S	chedules		
	36-60 36-61 36-77	Repair Schedule Service Schedule Werk Ticket	DEC 1947 DEC 1947 JUL 1948

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FUNCTIONAL LISTING OF AFPROVED CIA FORMS

FORM NO.	TITLE	CURKENT EDITION DATE
Schedules ((cont)	
36 - 86 37 - 28 70-l ₁ 2 70-l ₁ 3 70-l ₁ 3	Weekly Working Schedule Immunization Schedule Project Guide Sheet Cover Sheet - White Cover Sheet - Blue	MAY 1949 JAN 1947 JUN 1949 JUN 1949 JUN 1949
Status		
30-12 37-35 37-41 37-41A 37-61 37-71 38-17 51-36 51-81	Request for Status of Forms Verification of Status Personnel Status Report Unvouchered Personnel Status Report Personnel Recruitment Status Overt IAC Personnel Status Report Personal Status Report Status Card Covert IAC Personnel Status Report	JAN 1949 MAY 1947 JAN 1949 JUL 1949 MAY 1949 OCT 1949 APR 1947 JUN 1947 OCT 1949
	dies, Investigations and Inspections	001 1949
32-14, 36-18 56-18 37-36 38-18 38-24B 38-48 38-48A 38-61 38-102 38-103 R 38-104 N 60-48	Budget Analyst Record Survey Report Survey Report - SO Analysis of Efficiency Ratings Analysis She t No Title - Name Check Name Check - Priority Jame Check - Priority Lequest for Amplicant Name Check Leport of Night Inspection Lequest for Investigation Title - Memorandum for transmitting results of covert name check. (White) Title - Memorandum for transmitting results of covert name check. (Blue Tissue) Achine Utilization	JAN 1949 MAR 1949 JAN 1948 MAY 1947 MAY 1949 MAY 1949 MAY 1949 CCT 1949 AUG 1949 MAR 1949 MAR 1949 MAR 1949
Telecommunicat	tions	
	lassified Message - Ditto Master acoming Classified Message - Restricted (White) (White)	DEC 1948 MAR 1948
	(White)	APR 1947

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FUECTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE	
Telecommun	ications (cont)		
35 - 5 35 - 5	Incoming Classified Message - Secret (White) Incoming Classified Message - Top Secret	APR 1947	
55 - 5	(White) Incoming Unclassified Message - Plain Text	AFR 1947	
35-5	(Green) Incoming Classified Message - Restricted (Yellow)	AUG 1948	
35 - 5	Incoming Classified Message - Confidential (Yellow)	MAR 1948	
35 - 5	Incoming Classified Message - Secret (Yellow)	AUG 1948	
35 - 5	Incoming Classified Message - Top Secret (Yellow)	DEC 1947 OCT 1947	
35-6	Outgoing Classified Message - Restricted (Pink)	MAR 1948	
35 - 6 35 - 6	Outgoing Classified Message - Confidential (Pink)	OCT 1947	
35 - 6	Outgoing Classified Message - Secret (Pink) Outgoing Classified Message - Top Secret	DEC 1947	
35-7	(Pink) Outgoing Classified Message - White	JAN 1948	
35 - 7 35 - 15	Outgoing Classified Message - Blue No Title - Message Center Dummy Copy	JUN 1948 JUN 1948 DEC 1947	
35 - 36 35 - 36 35 - 37	Incoming Classified Message - Yellow Incoming Classified Message - White (Tissue)	JUN 1947 JUN 1947	
35 - 37 35 - 38	Outgoing Classified Message - Pink Outgoing Classified Message - Pink (Tissue) Outgoing Classified Message - Blue	JUN 1947 JUN 1947	
35-39 35-48	Daily Report No Title - Message Center Dummy Copy (Blue)	JUN 1947 JUN 1948 DEC 1946	
35 - 49 35 - 50	Signal Center Copy - Incoming Message (Green) Classified Message - Temporary Copy	MAR 1948 APR 1948	
36 - 65 51 - 68 51 - 69	Telephone Service Order Daily Record of Outgoing Messages Summary Sheet	APR 1948 JUL 1948	
51 - 70 56 - 18	Traffic Summary Teletype Number Sheet	AUG 1948 AUG 1948	
56-19 56-21	Teletype Number Sheet - Four Hour Traffic Check	MAR 1947	25X1A
56 - 22 56 - 26	Headings for Cruising Report - White	MAR 1947 OCT 1949	25X1A

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FU CTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	E	CURRENT DITION DATE	
Telecommun	ications (cont)			
56-26A	Cruising Report - Green	0.	am 1040	
56-26B	Cruising Report - Yellow		CT 1949	
56-26C	Cruising Report - Blue	. •	CT 1949	
56-26D	Cruising Report - Salmon	and the second s	CT 1949	
56-26E	Cruising Report - Buff		CT 1949	
56-35	Doils Decleration		CT 1949	
56 -4 4	Daily Production		PR 1947	
	Commentaries for Yes		JN 1947	051///
56-49	Line Schodules - White	J.A.	JG 1947	25X1A
56-49	Line Schedules - Salmon	JΑ	JG 1947	
56-49	Line Schedules - Buff	JΑ	JG 1947	
56-55	Number Seats for "B" Wire	00	CT 1947	
56-56	Monitoring Schedule	NO	OV 1947	
56-57	Headings for Cables	NC	OV 1947	
56-58	Headings for Cables	NC	OV 1947	25X1A
56-59	Headings for Cables	NC	OV 1947	25X IA
56-60	Headings for Cables	NC	OV 1947	
56-61	Number Sheet for "B" Wire - Able	and Baker	•	•
	Circuits No. 201 to 400		C 1947	
56-66	Reception Log		JG 1948	
56-68	Set-Up Log - White		JL 1949	
56-68	Set-Up Log - Green			
56-68	Set-Up Log - Blue		JL 1949	
56-68	Set-Up Log - Salmon		JL 1949	
56-68	Set-Up Log - Buff		JL 1949	
56-69	Equipment Failure Report		IL 1949	
56-70	Station Log		JL 1949	
56-71	Monitoring Report		JL 1949	
56-72	Engineer's Watch Report		IL 1949	
00 15	Engineer & Water Report	JU	L 1949	
Training				
51-1	Training Request Form	TA	77 7040	
51-16	Training Evaluation		N 1948	
51-16	Training Evaluation - Tissue		N 1947	
51-71	Trainee Battery Form		N 1947	
51-72	Battery Ratings		V 194'	
51-75		N	C 1948	
01-75	Training Record	FEI	B 1949	
Transfers		$\label{eq:continuous} \mathcal{A} = \{ \mathbf{e}_{i}, \dots, \mathbf{e}_{i} \}$		
33-3	Personnel Transfer and Clearance S			
36-24	Property Turn-In and Transfer Slip		P 1946	
37-110	Porgonnal Thomason Latter	A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1	1948	
60-52	Personnel Transfer Letter		9 1949	
00 - 02	Records Transfer Request	SE1	P 1948	

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURREN EDITION	
Transmittal			
TI WII SHIT CONT	<u>.8</u>		
33-101	No Title - Check Transmittal Memorandum	JUN 1949	,
33-102	No Title - Memorandum	JUN 1949)
34-101	No Title - Memorandum Requesting Additional		
	Information and/or Corrections in Connection		
	with Travel Voucher	DEC 1946	
36-38	No Title - Reference to Parking Permit	FEB 1947	
37-109	Personnel Action Transmittal Memorandum	JUN 1947	
51-106	No Title - Transmittal Memorandum		
60-46	Transmittal Sheet	NOV 1948	
70-29	Transmittal Record	FEB 1948	
70-38	Transmittal List	MAR 1949	
Massal Mas	u mandadi an and Olimpian		
Travel, Tra	nsportation and Shipping		
33-27	Travel Order	JUL 1949	,
33-28	Domostic Travel Order	MAR 1949	
34-2	Travel Expense Record	AUG 1949	
34-4	Travel Order	MAR 1949	
34-4/4	Travel Order - Tissue	MAR 1949	
34-5	Request for Travel Order	JUN 1948	
34-16	No Title - CIG Memorandum Copy for Travel		
	Request, S. F. 1030	DEC 1946	
34-17	Travel Order Amendment	DEC 1946	
34-19	Identification Card Record	JAN 1947	
3420	Transportation Request Receipt	MAR 1949	
36-4	Request for Overseas Shipment of Cargo	SEP 1946	
36-5	Request for Pick-Up and Delivery Preparatory		100
	for Overseas Shipment	SEP 1946	
36-11	Final Instructions for Overseas Travel	SEP 1946	
36-27	Request for Movement of Family and Household		
	Effects	DEC 1946	
36-72	Domestic Shipping Register	JUN 1948	
36-85	Shipping Document	APR 1949	
36-85	Shipping Document - Back	APR 1949	
37-60	Foreign Travel Request	FEB 1949	
38-49	Transportation of Household and Personal		
70 50	Effects and Automobiles	JUL 1949	
38-50	Travel History	JUL 1949	
51-78	Geographical Cargo Reference Card	JUN 1949	
51-103	Request for Shipping Instructions	DEC 1947	
70-48	Shipping Record	OCT 1949	

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FU CTIONAL LISTING OF APPROVED CTA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Vouchers		
32-11	Journal Voucher for Allotment of Funds for	
	Personal Services	DEC 1947
33-5	Voucher for Payment of Individual Pay Roll	
77 10	and/or Cost of Living Allowances	MAY 1948
33-10	Special Funds Voucher	OCT 1947
33-12	Travel Voucher	JUN 1949
33-17	Reimbursement Voucher for Purchase and	
	Services Other Than Personal	JUL 1949
34-1	Record of Voucher (For Per Diem Accounts)	SEP 1946
34-11	Analysis of Voucher	MAR 1947
Work Sheets	Charts and Graphs Chart (Fiscal Year)	7137 7040
32-13	Personnel Requirements Work Sheet	JAN 1948 JUN 1949
36-54	Space Survey Work Sheet	SEP 1947
36-62	Cargo Work Sheet	DEC 1947
37-34	Medical Statistics Work Sheet	FEB 1947
51-45	Location Chart	SEP 1947
51-66	Chart (Fiscal Year 194)	MAY 1948
51-80	Assessment Cases and Problems	SEP 1949
55-7	Mileage Work Shoot	FEB 1948
56-28	The Daily Report - Master Contents Sheet	MAR 1947
58-8	Editorial Press Work Sheet	APR 1949
60-18	Contact Register Analysis Report	JUL 1948
60-53	Caption Report	SEP 1948
60-55	Graphic Materials Analysis Sheet - Film	APR 1949
75-1	Record of Infectious Diseases in Foreign	WIU TO'CO
(Test)	Countries	JUL 1949

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STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE	
୯ଳୀ	Deduction and Division and	
SFl	Printing and Binding Requisition	
SF2	Lease	
SF14	Telegram (7"x8")	
SF14	$\text{Telegram}\left(8^{"} \times 10^{\frac{1}{2}"}\right)$	
SF19	Bond of Indemnity	
SF23	Contract - Construction	.•
SF25	Performance Bond	
SF25a	Payment Bond	: '
SF26	Driver's Report - Accident	
SF27	Investigation Officer's Report - Accident	
SF28	Claim for Damages - Accident, Motor Transportation	
SF32	Contract - Supplies	
SF33	Invitation, Bid and Acceptance	
sf36	Continuation Sheet for SF31 or SF33	
SF39	Request for Certification	
SF40	Contract for Telephone Service	
SF50	Changes in Civilian Personnel	
SF51	Report of Efficiency Rating	
SF52	List of Efficiency Ratings	
SF57	Application for Federal Employment	
sF58	Continuation Sheet for SF57	
sf60	Application for Federal Employment (Short Form)	
SF61	Oath of Office, Affidavit	
sf66	Inquiry Regarding Status, Veteran Preference, and/or Service	
sF68	Notice of Official Efficiency Rating	
SF71	Application for Leave	
SF75	Position Description	
SF75a	Guide to Position Classifiers, Employers, Supervisors for the	
	Preparation of Position Descriptions	
SF78	Certificate of Medical Examination	
SF103	Application for Service Credit	
SF105	Obligations, Benefits and Privileges of Membership in the Unite	a A
-	States Civil Service Retirement System	- 4
SF113	Monthly Report of Federal Civilian Employment	k,
SF113a	Quarterly Report of Federal Civilian Employment	
SF1012	Voucher for Per Diem and/or Reimbursement of Expenses Incident	
	to Official Travel	
SF1012a	Voucher for Per Diem and/or Reimbursement of Expenses Incident	
	to Official Travel - Memorandum	
SF1012b	Schedule of Expenses and Itinerary of Traveler	
SF1012c	Voucher for Per Diem and/or Reimbursement of Expenses Incident	
	to Official Travel - Continuation Sheet	
SF1012d	Receipt for Cash - Subvoucher	1

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STANDARD FORMS STOCKED IN CIA

FORM NO	• TITLE
SF1014a	General Ledger
SF1015a	Allotment Ledger
SF1015b	Allotment Ledger - Copy
SF1016	Distribution Ledger
SF1017g	Journal Voucher
SF1034	Public Voucher for Done
SF1034a	Public Voucher for Purchases and Services Other Than Personal
	Public Voucher for Purchases and Services Other Than Personal Memorandum
SF1035	and to
	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1035a	
Ju	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
sF1036	
SF1038	Statement and Certificate of Award
SF10LL	Application for Advance of Funds for Travel Expenses Schedule of Collections
SF1046	Jone date of Collections
SF1048	Schedule of Transfers - Special Deposits
SF1049	Public Voucher for Refunds - Memorandum Fublic Voucher for Refunds
SF1050	Public Voucher for Defendence
SF1055	Public Voucher for Refunds - Memorandum
	Application for Payment of Amounts Due Deceased or Incompetent
	Civilian Employees, Officers and Enlisted Men in the Military
SF1062	Service, and Public Creditors of the United States Government Bill of Lading - Extra Sheet
SF1067	Public Voucher for Transportation of Passengers
SF1067a	Public Voucher for Transportation of Passengers Public Voucher for Transportation of Passengers
SF1067b	Public Voucher for Transportation of Passengers
SF1067c	Public Voucher for Transportation of Passengers
SF1069	Voucher for Allowances at Foreign Posts of Duty
SF1069a	Voucher for Allowances at Foreign Posts of Duty - Memorandum Schedule for Retirement and District Foreign Posts of Duty - Memorandum
SF1070	Schedule for Retirement and Disability Fund Credits
SF1080	Voucher for Transfers between Appropriations and/or Funds
SF1080a	Voucher for Transfers between Appropriations and/or Funds Memorandum (Dichurs between Appropriations and/or Funds -
	Memorandum (Disbursement)
SF1080b	Voucher for Transfers between Appropriations and/or Funds -
	Blue (Collection)
SF1080c	Voucher for Transfers between Appropriations and/or Funds -
	Green (Collection)
SF1095	Summary Statement of Disbursement and Collections by Appropri-
	TOTAL DEMILOROTORIS
sf1096	Schedule of Voucher Deductions
SF1097	Adjustment Voucher to Effect Correction of Engage
SF1097a	Adjustment Voucher to Effect Correction of Three Manager
SF1098	Schedule of Canceled Checks

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RUSTRICTED

STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1103 SF1103a	U. S. Government Bill of Lading - Original U. S. Government Bill of Lading - Memorandum
SF1104 SF1105	U. S. Government Bill of Lading - Shipping Order U. S. Government Freight Waybill - Original
SF1106 SF1108	U. S. Government Freight Waybill - Carrier's Copy Certificate in Lieu of Lost U. S. Government Bill of Lading -
SF1108a	Original Certificate in Lieu of Lost U. S. Government Bill of Lading -
SF1113 SF1113a	Memorandum Public Voucher for Transportation Charges Public Voucher for Transportation Charges - Memorandum
SF1116 SF1117	Statement of General Accounts Balances Schedule of Balances Showing Status of Appropriations
SF1118	Statement of Apportionments and Allotment Accounts by Appropriations
SF1128 SF1128a	Pay Roll for Personal Services Pay Roll for Personal Services - Memorandum
	Voucher for Petty Purchases Voucher for Petty Purchases - Memorandum
SF1129b SF1129c	Voucher for Petty Purchases - Continuation Sheet Voucher for Petty Purchases - Continuation Sheet (Memorandum)
SF1130 SF1137	Time and Attendance Report Leave Record

CIVIL SERVICE FORMS STOCKED IN CIA

FORM NO.	TITLE
CS12 CS1769 CS2803 CS2806-1 CS2806-3 CS2807-1 CS2807-2 CS3000 CS3001 CS3002 CS3005	Proof of Residence Affidavit as to Members of Family in Government Service Individual Retirement Record Designation, Change or Revocation of Beneficiary Notice of Correction of Individual Retirement Record Register of Separations and Transfer Register of Adjustments Annual Summary of Retirement Fund Transactions Retirement Death Claim Application for Retirement Annuity Application for Retirement on Account of Disability Application for Refund of Retirement Deductions

MISCELLAHEOUS FORMS STOCKED IN CIA

Treasury Department Forms

W-4 1737	Employee's Withholding Exemption Certificate Bond Issuance Schedule - Waith Continues
1737a	Series E Savines Bonds
6569	Bond Issuance Schedule - United States War Savings Power of Attach
_	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17 Requisition for Publications and Blank Forms Individual Earnings Record Pay Roll for Personal Services (Civilian Employees) WD44a Pay Roll for Personal Services - Continuation Sheet WD44c Pay Roll for Personal Services - Memorandum Pay Roll for Personal Services - Memorandum - Continuation She WD60 Pay Roll Change Slip Pay Roll Certification Control Individual Earnings Records Summary Control WD62 War Savings Bonds Control	hest	
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· Federal Works Agency Forms

10-292	Peguart a.			
BM68	Request for Work to	to 1	ba	Performed
22.00	Property Pass			

Government Printing Office Forms

R2390 Order for Standard Forms or Supplies

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25X1A

COMFIDENTI.

3 October 1946

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CENTRAL INTELLIGENCE AKOF AGENCY

C. I. G. ADLINISTRATIVE

FOLLS CONTROL AND STANDARDIZATION A ROCHDURE

Authority

The Budgot Section, Finance Division, Personnel and Administrative Branch, is vested with the authority to review and control the use, application and reproduction of forms to be used by C.I.G. and the standardization of precedures in connection with the use of such forms.

Reproduction

Requests for new or additaonal quantities of existing forms will be forwarded to the Budget Section, together with Form 36-2, "Reproduction Acquisition", in duplicate. Requests for reproduction of forms will not be honored without the prior approval of the Budget Section.

Preparation of Forms and Procedures

The Budget Section offers the assistance of qualified personnel in the proparation of new forms and the devising of pageodures to be used in the application of such forms. In instances where a new procedure is te be established, or where new forms are to be prepared, the Budget Section should be advised in order that they may supervise and assist in this connection. Now procedures will not be issued in the form of Administrative Orders or Instructions until the procedures or instructions have been reviewed by the Budget Section and cleared by the Interdepartmental Coordinating and Planning Staff.

25X1A

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

RENUMBERED PER C.I.A. GENERAL ORDER NO.

25X1A

Colonel, CAC

Executive for Personnel and Administration EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION NO.

3 June 1948

76

SUBJECT: CIA Forms.

Rescinds Administrative Instruction No.

dated 3 October 19

l. Requests for new and revised forms should be submitted to the Executive for Administration and Management on Form No. 30-11, "Request for Approval of Forms" (see attachment), together with draft of propose form and "Reproduction Requisition," Form No. 36-2. "Requests for Supplies, Equipment or Service," Form No. 36-7, will be used in lieu of Form No. 36-2 when procurement is to be made from outside sources.

2. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination prior to submission of proposed forms for final action. This coordination should provide for maximum utilization and standardization for intra-office or intra-agency use, including elimination of unnecessary or essentially duplicate current forms.

- 3. The Management Branch, A&M, will provide procedural and format assistance in development and utilization of proposed forms.
- h. Requests for forms stocked by Services Branch, A&M, will be submitted directly to the Supply Division, Services Branch, on Form No. 36-7.
- 5. All offices which maintain an exclusive inventory of forms will submit Form No. 36-2 or Form No. 36-7, as appropriate, to the Management Branch, A&M, when reordering such forms.
- 6. Two finished copies of all new or revised forms will be forwarded to the Management Branch by:
 - a. Reproduction Division, Services Branch when forms are reproduced within ${\rm CIA}_{\:\raisebox{1pt}{\text{\circle*{1.5}}}}$
 - b. Supply Division, Services Eranch when forms are obtained from outside sources for central stocking within CIA.
 - c. Using Offices when Forms are ordered from outside sources and stocked only within the using office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for Administration and Management

Attachment
DISTRIBUTION: A

	FOR THE A	PPROVAL OF	FORMS	1	
NOTE: See instructions on reverse side.		ROPOSED EDITION	TYPE OF F	(1 c 	
TITLE OF FORM	l'	ROPOSED EDITION	1		BINDER
and the first of the second of		REVISED	-		FOLDER
NUMBER AND EDITION DATE OF EACH FORM SUPERSEDED			Y OF CURRENT FO		TOUBLE
			TO BE USED	NOT TO	BE USED
Barbara Barbara (1986)	•				
JUSTIFICATION					
PUBLISHED AUTHORITY DIRECTING USAGE; PROCEDURAL	L PURPOSE'; SPEC	FIC ORGANIZATION	AL UNIT INITIA	TING THE FORM;	NUMBER OF
COPIES IN WHICH PREPARED AND THEIR DISPOSITION					
				*	
and the second s				1.1	
			•		
					*
COORDINATED FOR STANDARDIZED APPLICATION	CONCURRENCES	Intra-agency usir	ig offices or o	TTICIA(S/	
LYESNO					
DELLANDA	L	SIGNATURE			
REMARKS:		SIGNATURE	• ,	• .	
		DATE			
		*			/\

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RESTRICTED

ADMINISTRATIVE INSTRUCTION NO.

SUBJECT:

Forms Control and Standardization.

25X1A

RESCISSION: Administrative Instruction No.

dated 3 June 1948.

14 December 1949

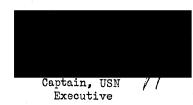
- 1. The CIA forms dontrol and standardization program is designed to promote procedural efficiency, eliminate duplication of forms, achieve economies in the procurement, stocking, and distribution of forms and reduce the man-hours required to process them.
- 2. A form is a printed or reproduced document with blank spaces provided for inserting specific information. A "form letter" is a letter printed or reproduced to furnish information for repeated mailings or one mailing to numerous destinations. Form letters with or without blank spaces are considered forms for the purposes of this directive.
 - 3. The Management Staff is responsible for:
 - a. Reviewing, recording and approving requests for the use, reproduction, or procurement of all Agency forms.
 - b. Registering and assigning identification to forms.
 - c. Establishing and applying design and specification standards to forms.
 - d. Analyzing forms for essentiality, purpose, content, simplification, consolidation, standardization, and related procedures.
 - e. Furnishing technical assistance in designing forms.
 - f. Making recommendations in connection with the procurement, storage and distribution of forms.
 - g. Initiating surveys for the purpose of eliminating unnecessary forms.
 - h. Clearing with the other agencies on matters pertaining to their forms used by the Agency.
 - i. Evaluating the forms control and standardization program.
 - 4. The classes of forms used in CIA are:
 - a. CIA Forms Approved by the Management Staff for use of the Agency.
 - b. Standard Forms Approved by the Bureau of the Budget or the General Accounting Office for the mandatory use of other agencies.

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- c. Civil Service Forms Prescribed by the Civil Service Commission for the use of all Federal agencies in the administration of civilian personnel.
- d. Miscellaneous Forms Developed within and approved by other agencies which cannot accurately be classified under a, b, or c above but which are authorized for use of CIA.
- 5. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination on proposed forms and providing for maximum utilization and standardization for intra-office or intra-agency use. Where possible new forms will eliminate assentially duplicate current forms.
- 6. Requests for new or revised forms shall be submitted to the Management Staff on Request for Approval of Forms (Form No. 30-11) with a draft of the proposed form and Reproduction Requisition (Form No. 36-2). Request for Supplies, Equipment, or Service (Form No. 36-7) shall be submitted in lieu of Form No. 36-2 when procurement is made outside the Agency.
- 7. The printing, reproduction, procurement or use of forms within the Agency is prohibited without the prior approval of the Management Officer. Two copies of improvised forms currently used shall be submitted with Form No. 30-11 to the Management Officer for approval.
- 8. Requests for the discontinuance of approved forms shall be submitted to the Management Officer by the office which initially requested approval.
- 9. A functional list of all approved CIA forms and a numerical list of all non-CIA forms currently stocked in the Supply Division are attached as an appendix. An amendment to the list will be issued each quarter. A revised list will be issued on 1 July of each year.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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ATTACHMENTS: 4

Appendix

- 1. Functional Index for CIA Forms
- 2. Functional Listing of Approved CIA Forms
- 3. List of Standard Forms Stocked in CIA
- 4. List of Civil Service Forms and Miscellaneous Forms
 DISTRIBUTION: A -2-

APPENDIX

ADMINISTRATIVE INSTRUCTION
31 OCTOBER 1949

25X1A

FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	PAGE NUMBER
Accounting, Accounts and Audits	1.
Action	
Allotmonts and Allocations	1.
Applicants, Applications, Appointments, Personnel	1.
and Fersonal Data	_
Approvals	1.
Attendance and Leave	2.
Charge-Out and Filing Devices	2.
Check Sheets	2.
Clearances	2.
Coding	3.
Contact, Liaison and Interview	3.
Contracts and Agreements	3.
Control and Follow-Ups	4.
Devices Destroyed and Follow-Ups	4.
Damage, Destruction, Salvage and Loss	5.
Distribution, Delivery and Disposition	5.
Examinations and Tests	6.
File Slips	6
Indebtedness	6.
Information Requests, Reports and Records	7.
Instructions	8.
Inventories	8.
Letterheads	8.
Logs and Registers	8.
Mail, Courier and Messenger	9.
Medical	9.
Obligations	10.
Orders	10.
Passes, Pass and Admission Records	10.
Pay Roll and Time Records	
Production	11.
Purchase	11.
Receipts and Receiving	11.
Recruitment	11.
Reference Index	12.
Reports and Statements	12.
Requirements	12.
Requisitions and Requests	13.
costers and Strength Reports	13.
Couting, Signature and Memo Sheets and Slips	14.
chedules	14.
tatus	14.
	15.
urveys, Studies, Investigations and Inspections	15.
elecommunications raining	15.
raining ransfers	17.
TOTIOT GID	17.

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FUNCTIONAL INDEX FOR CIA FORMS

The state of the s	
SUBJECT	PAGE NUMBER
Transmittals Travel, Transportation and Shipping Vouchers	18. 18.
Work Sheets, Charts and Graphs	19. 19.

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Accounting,	Accounts and Audits	
33-16 33-18 34-13	Accounting by Individual for Advance Post Allowance Audit Card Postage Stamp Disposition Record and Sum-	JUN 1949 FEB 1948
34-102	mary Report No Title - Request to carrier for rebilling of Transportation Request because of un-	ост 1949
34-103	used portion of ticket. No Title - Request for clarification to	JUN 1949
34-103	permit prompt settlement of billing (Bond) No Title - Request for clarification to permit prompt settlement of billing	JUL 1948
34-104	(Tissue) Request for Information Relative to Dis-	JUL 1948
36-88 57-13 59-4	position of Certified Voucher Covering Account Reconciliation Card Cash Journal Financial Status of Project	OCT 1948 JUL 1949 JAN 1948 JUN 1949
Action		
37-1 37-3 37-14 37-65 37-109 37-111	Confidential Funds Personnel Action Personnel Action Request Placement Action Slip Personnel Action Route Slip Personnel Action Transmittal Memorandum Canceled Personnel Action	AUG 1949 JUL 1949 FEB 1949 JUN 1949 JUN 1947 SEP 1949
Allotmonts a	and Allocations	
32 - 5 32 - 7 33 - 20	Advice of Allotment Authorization Request for Change in Allotment Report on Expenditures and Budget Allo-	AUG 1948 NOV 1947
59 - 2 59 - 5 59 - 5	cations Excerpt of Financial Data OPC Administrative Allotment Advice OPC Administrative Allotment Advice (Tissue)	MAR 1948 JUN 1949 JUN 1949 JUN 1949
Applicants,	Applications, Appointments, Personnel and Person	onal Data
23 - 1 33-2	Applicant Record Card Foreign Duty Data Sheet	NOV 1947 MAR 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

CURRENT

FORM NO.	TITLE	ED	TION	DATE
Applicants,	Applications, Appointments, Personnel and	Personal	Data	(cont)
33-11	Oath of Office	DEC	1946	
36-39	Application for Parking .		1947	
37-20	Service Record Card - White	FE	1948	
37-22	Within Grade Promotion Record	JUi	1947	
37-38	Housing Application	JUI	1947	, "
37-49	Applicant Data Form	JUI	, 1948	
37-50	Personnel Data Form	JUI	1948	•.
37-58 .	Military Record		1949	
37-105	Periodic Pay Increase Report		1949	
38-1	Personal History Statement		1948	••
38-1A	Personal History Statement - Appendix 1	AUG	1948	
38-35	Application for Employment		1948	
38-39	Notice of Fingerprinting	SEL	1949	
51-24	Personal History	JUN	1949	
51-105	No Title - Letter of Appointment		7.	
	(Unvouchered Employees)	JUN	1948	
56-65	Employee's Information Form - Field	MAR	1948	
56-67	Employee's Information Form - Departmenta	.1 AUG	1948	•
Approvals "		•	•	
10-1	Advice of Project Action	עמע	1948	
38-101	Security Approval	PMY	1949	
		•		
Attendance	and Leave	1		
33-30	Dutar Chatus Danout	71771	1040	
35-22	Duty Status Report Bi-Weekly Attendance Record		1949	••
38-29	Attendance Report	and the second s	. 1947	•
56-25	Daily Attendance Record - Voice Monitorin		1947	
00-20	Section	•	11017	
	29001011	EMAR	1947	
Charge-Out	and Filing Devices	• • •		•
onargo-out a	and riling pavices		•	***
35-13	Document Charge-Out Slip	V/OW	1946	
35-24	Serial Removal Form	* *	1947	
35-26	Abstract Charge-Out Slip		1947	•
35-28	File Charge-Out Slip		1949	• •
	Tata bitat go bat balap		1040	
Check Sheets				
	The state of the s		• • • • • • • • • • • • • • • • • • • •	
38 - 7	Security Check Sheet		1948	: . '
38-8	Staff Duty Officer's Check List	JUN		
56-14	The Daily Report - Stencil Check Sheet		1947	
70-22	Final Checking Record	FEB	1943	

-2-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

Tiames		CURRENT
FORM NO.	TITLE	EDITION DATE
Clearances		
		7.
20-2	Record Card	7777 701 O
27-101	No Title - Office Memorandum	JUN 1948
<i>3</i> 4-30	Final Payment Clearance Sheet	MAR 1949
37-31	Medical Clearance (Military)	FEB 1949 JAN 1947
37-104	Request for Security Clearance	MAY 1947
37-105	Periodic Pay Increase Report	OCT 1949
Codina		001 1/49
Coding		
29-22	Graphic Materials Coding Sheet - Books	
29-28	Foreign Industrial Transcript Sheet	FEB 1948
30-9	Graphic Materials Coding Sheet - Maps	MAY 1948
38-47	Security Information Card	DEC 1947
60-23	Master Card Data	M/R 1949
60-47	Graphics Register Analyses Sheet - Spot	MAY 1949
, /= 11	Photography and Personalities	NOV 1948
60-49	Individual Code Sheet	AUG 1948
60-491	Organization Code Sheet	SEP 1948
60 - 55	Graphic Materials Analysis Sheet - Film	APR 1949
60-59 60-61	biographical Code Sheet	DEC 1948
60-66	Product Transcript Sheet - Card No. 3	JLN 1949
(Test)	Employees Other Co.	
60-67	Employee Status Change Card	JUL 1949
70-30	Industrial Register Transcript Sheet No. 1	JUL 1949
70-48	Map Catalog Card Shipping Record	MAY 1948
7- 40	purbbrug kecord	OCT 1949
Contact, Li	aison and Interview	
		•
37 - 13	Personnel Relations Interview Record	מיוסו מיוים
38-32	Investigative Liaison Record	FEB 1947 MAR 1949
39-1	Report of Interview	NOV 1946
51-33	Liaison - Contact Card	JUN 1947
51-35	Contact Locator Card	JUN 1947
51 - 46	State-Control Record Card-White	OCT 1947
51 - 46	State-Control Record Card-Blue	OCT 1947
57 -1 9 60 - 56	00/C Case Sheet	FEB 1949
(Test)	Tohomatical	
(1690)	International Travelers Arriving and	· · · · · · · · · · · · · · · · · · ·
60-63	Departing U.S.A.	DEC 1948
	Record of Liaison Contact Data on Exchange	APR 1949
1 - 40	Page on Evengue	OCT 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Contracts a	nd Agreements	
36-35 36-45 37-39 37-53 38-33 51-39 51-40 51-104 55-104	Informal Agreement for Services General Contract Conditions Release Personal Service Contract Secrecy Agreement Bill of Sale Declaration of Trust No Title - Employment Agreement No Title - Employment Agreement	JAN 1947 MAY 1947 OCT 1949 APR 1949 APR 1948 JUN 1947 JUN 1947 JUN 1948 JUN 1948
Control and	Follow-Ups	
29-23 30-5 32-1 32-8 32-9 32-12 33-21 35-53 35-54 35-54 36-14 36-15 36-32 36-34 36-44 36-46 36-47	Block Control Sheet Table of Organization Form Control Card Position Control Ledger Alphabetical Form Control Card Position Control - White Position Control - Blue SFD-SMU Posting Control Project/Contract Control Card Contract Payment Control Card Important Notice Accounts Control Register Stock Control Card Stock Control Card Voucher Register Supply Record Card Daily Gasoline and Oil Consumption	JUN 1948 MAR 1948 NOV 1948 APR 1947 JUL 1949 JAN 1948 MAR 1948 MAR 1948 DEC 1948 JUN 1949 OCT 1946 OCT 1946 FEB 1948 UCT 1946 JUL 1949 DEC 1947 JAN 1948 DEC 1947 JAN 1948 DEC 1947 NOV 1947
36-55 V 36-87 R 36-89 V 37-15 F 37-15 P	ontract Record chicle Repair Record cplenishment of Stock Record chicle Record osition Control Card - White osition Control Card - Salmon collow-Up Slip	JUL 1947 SEP 1947 NOV 1947 JUN 1949 OCT 1949 OCT 1948 NOV 1948
בי כפי וכ	ersonnel Processing Control Gard	MAY 1949

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FUNCTIONAL LISTING OF APPROVED CLA FORMS

FORT NO.	TITLE	CURRENT EDITION DATE
Control and Follow-Up	s (comt)	
101101-01	5 (0011)	
37-69 Approved	Positions	SEP 1949
38-27 Open - Sa.	fe Label	DEC 1947
38-40 Physical S	Security Control Card	JUN 1948
51-48 Status Co.	atrol Card	APR 1949
51-55 Letter Car	rd	JAN 1948
51-56 Document (JAN 1948
51-74 Document (Control Card	FEB 1949
	Allocation Record	JUL 1949
57-20 Index Sect	ion Control Slip	MAR 1949
56-10 Project Re	cord Card	OCT 1949
58-11 Periodical	. Record Card	SEP 1949
59-1 OPC Projec	et Control	NOV 1948
60-41 CIA Librar	y Control Slip	JUL 1949
60-57 Batch Cont	rol Shoet	JUL 1949
60-60 Informatio	n Control Sheet	DEC 1948
60-62 Document I	ndex Control Sheet	FEB 1949
60-65 Graphic Ma	terials Record	JUL 1949
60-68 Publicatio	n Supply Record	SEP 1949
70-17 Progress C	ard	DEC 1947
70-24 Drafting R	oom Record	FEB 1948
70-26 Office Map	Record	FEB 1948
70-31 Base Map P	rogress Chart	APR 1948
70-32 Overlay Pr	ogress Chart	APR 1948
70-37 Loan Recor	d Card - White	JUN 1948
70-37 Loan Record	d Card - Buff	JUN 1948
70-41 Map Reques	t Routing Sheet	NOV 1948
70-47 Follow-Up	Requirements - SO	OCT 1949
70-47A Follow-Up 1	Requirements - 00/C	OCT 1949
Damage; Destruction, Sa	alvage and Loss	
35.19		
35-18 No Title -	Certification of Destruction of	
Document		NOV 1947
35-59 Destruction	Report Card	AUG 1949
36-42 Voluntary F	Payment for Public Property	MAY 1947
36-82 Certificate	e of Droppage - Expendable Supplies	DEC 1948
Distribution, Delivery	and Disposition	
35-21 Distributio		
	n Record File Card	MAR 1947
0 0 0 22160 7 011	Stock Record, Receiving and	
rroperty	Issue Form	APR 1948

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FUNCTIONAL LISTING OF APPROVED CIA FOLMS

		CURRENT EDITION DATE
FORM NO.	TITLE	EDITION DIE
Di atributi o	n, Delivery and Disposition (cont)	
DISCIIDACIO		10l.8
36-21	Authorization for Pick-Up and Delivery Notice of Delivery	JUL 1948 JAN 1947
36-29 36-102	Letter No. 1 - Inquiry as to overdue	
90-102	delivery.	AUG 1949
36-102A	Letter No. 2 - Inquiry as to overdue	AUG 1949
36-108	Letter No. 3 - Inquiry as to mailing date	AUG 1949
	of periodicals not received.	FEB 1948
70-28	Primary Distribution Record	MAY 1948
70-33	Map Delivery Record Map Printing and Distribution Record	AUG 1949
70-45	wath tringing and protection	
Eveninstion	s and Tests	
IIXamiria or or		SEP 1949
37-42	Test Record Card	DEC 1947
37-43	Test Data Report Form	APR 1948
37-45	Clerical Aptitude	MAY 1948
37-46	Shorthand Test Sheet Checklist and Score Sheet for Road Test	_
37-51	in Traffic	AUG 1948
77 70	Report of Qualifications	SEP 1949
37-70	Ropor o or the	
File Slips		
		JAN 1948
29-19	Library File Slip - Green	JAN 1949
35-1	File and Routing Slip	APR 1947
35-31	Abstract File Slip - White Abstract File Slip - Yellow	APR 1947
35-31	The tribe Slin - White and Blue	APR 1947
35 - 31 35 - 31	Abelia tila Slin - White, blue and diosa	APR 1949
25 - 21	the standard Tile Slip - Yellow and Fink	APR 1947
22 <u>−</u> 2± 38 <u>−</u> 62	Abstract File Slip - Reference index	AUG 1949 DEC 1947
60-16	Cross Reference Slip	AUG 1948
70-4	File Slip - Unclassified	AUG 1948
70 - 5	File Slip - Classified	100 ->-
Indebtedn	988	
34-21	Bill for Collection	OCT 1949
34 - 21	Bill for Collection - Tissue	MAR 1947 AFR 1947
34 - 22	Statement of Details	JUN 1947
34 - 25	Claim for Refund	00M ->+1

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO	· TITLE	CURRENT EDITION DATE
	Information	on Requests, Reports and Records	
	37-4 37-6	Service Record Information Personnel Information	OCT 1948
	51 - 4	Information Report	JUL 1949
	51-4A	Information Report	JAN 1947
	51-4A-1	Information Report	SEP 1948
	51 - 4B	Information Report	DEC 1948
	51-4c	Information Report	DEC 1948
	51-5	Information Report - External Surgery	DEC 1948
	51-14	Decadiment	OCT 1949
	51 -1 5	Information Directive	JUN 1949
	51 - 25	Evaluation Record	AUG 1947
	51 - 58	Grading Shoet	JAN 1947
		Field Information Report Sheet	FEB 1948
	51-59	Operational and Source Data Sheet	FEB 1948
	51-61	Information Report	MAY 1949
	51-61A	Information Report	MAY 1949
	51-76	OSO Preliminary Response to OCD	MAR 1949
	51-77	Information Report	JUN 1949
	55 - 8	Assessment Sheet	-,
	55-101	Assignment of Collection Action	JAN 1949
25X1A	57 - 6	Organization Activity Record	MAY 1947
20/1/	57 - 14	Process Sheets for Reports	AFR 1947
	57 - 15	Reports Record Card	MAY 1948.
	57-16	Process Sheet for QO/C Cases	MAY 1948
	57-22	Case Status Report	JUL 1948
	[*] 58 - 3	ICF Sheet - $8"x10^{\frac{1}{2}}"$	MAY 1949
	58-3A	ICF Sheet - 5"x8"	JUL 1948
	58-5	Project Record Card	JUL 1948
*	58-6	Project Record A	DEC 1948
	58-7	Project Record B	APR 1949
	58-8	Editorial Press Work Sheet	APR 1949
	60-1	Request for Intelligence Information	APR 1949
	60-3	Information Dispatch Slip	APR 1948
	60-6	C.D. Kardex Record	FEB 1947
	60-34	ICF Card - Duplimat	MAY 1948
	60-58	Biographical Information of	JUL 1949
	60-58A	Biographical Information Sheet	DEC 1948
	-)011	Biographical Information Sheet - Continuation Form	
25X1A	60-58B		JAN 1949
23A IA	60-60	Biographical Information Card -	JUN 1949
	60-64	Information Control Sheet	DEC 1948
	30 04	Biographic Report	MAY 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FCRM NO.	.03 Projet no	CURRENT
1 CITIE IVO.	TITLE	EDITION DATE
Information	Demonstra	
THE OTHER CLOSE	Requests, Reports and Records (cont)	
60-101	No. made 2	
	No Title - CD Letter Pack	J/J/ 1949
70-10	Intelligence Information Report Grading	
70 71	Sheet	MAY 1949
70-34	Personnel Reporting Form	MAY 1948
70-35	Organization Reporting Form	MAY 1948
70 - 44	ORE Report 15-49 Supplement - Duplimat	JUN 1949
_		
Instruction	S	• •
		*
29-5	ICF Reproduction Instructions	DEC 1947
60-71	Consolidation Instructions	OCT 1949
70-23	Revision and Rerun Record	FEB 1948
		1110 1940
Inventories		
35 - 57	Semi-Annual Inventory Report	Olor mut
36 - 16	Report of Inventory Adjustment	JUN 1949
36-19	Property Inventory Record	OCT 1946
36-83	Stock Card	JUN 1949
		JAN 1949
Letterheads		
51-28	No Title - Official Dispatch (White)	
	No Title - Official Dispatch (Blue)	MAR 1949
	No Title - Official Disputer (Blue)	MAR 1949
Z=, -Z	No Title - Official Dispatch (Yellow)	JUN 1949
Logs and Reg	istore	,
nogo ana neg	13 001 5	
35-19	Tom	
	Log	FEB 1947
	Outgoing Cable Control Sheet	MAY 1947
35 - 33	Incoming Cable Control Sheet	MAY 1947
35 - 34	Incoming Log - Secret	MAY 1948
35 - 35	Outgoing Log - Secret	OCT 1947
35 - 42	Signal Center Number Log - Out	AUG 1947
クラ ー 43	Signal Center Number Log - In	AUG 1947
35-44	Teletype Wire Sheet - Inward	
<i>う</i> り - 45	Peletype Wire Sheet - Outward	
35 - 46 .	Log - Confidential	OCT 1947
35 - 51 (Consolidated Teletype Wire Sheet	MVA 1078
35 - 52 :	Incoming Cable Log	JUN 1948
36 - 69 I	Daily Log for GPO Work	* * .
36-72 I	Domestic Shipping Register	JUL 1948
	A TORY OUT	JUN 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

Logs and Registers (cont) 36-78 Record of Jobs Processed in Composing Room 37-64 Reference Log Sheet, Confidential Jacket, Personnel Folder Jun 1949 38-11 Visitor's Register Log JAN 1947 38-14 Top Secret Log AFR 1948 51-31 Information Cable Log MAY 1947 51-38 FPDA Reports Log No. 2 JUL 1948 51-42 Log AUG 1947 51-52 Source Log AUG 1947 51-52 Source Log AFR 1948 51-64 Station Traffic Sheet AFR 1948 51-64 Station Traffic Sheet AFR 1948 51-62 Cable Log - MAY 1949 60-7 Document Log Sheet MAY 1949 60-7 Document Log Sheet MAY 1949 60-7 Document Log Sheet AFR 1947 70-2 Incoming Log AFR 1947 70-3 Cable Log - Secret and below. MAY 1949 70-9 Cable Log - Top Secret FEB 1947 70-27 Map Request Record FEB 1947 70-27 Map Request Record FEB 1948 70-40 Job and Time Log JUN 1948 Mail, Courier and Messenger 34-7 No Title - Check Mailing Slip AFR 1947 35-10 Envelope and Message Receipt MAR 1947 35-11 Postage Stamp Disposition Record and Summary Report MAR 1947 35-12 Envelope and Message Receipt MAR 1947 35-14 Courier's Classified Mail Receipt JUL 1949 35-27 Special Mail Preference Slip AFR 1947 AFR 1947	E
Reference Log Sheet, Confidential Jacket, Personnel Folder JUN 1949 38-11 Visitor's Register Log AFR 1948 51-31 Information Cable Log MAY 1947 51-38 FPDA Reports Log No. 2 JUL 1948 51-42 Log AFR 1948 51-64 Station Traffic Sheet AFR 1948 51-64 Station Traffic Sheet AFR 1947 57-21 Field Office Log Sheet AFR 1947 AFR 1949 AFR 1949 AFR 1947 AFR 1949 AFR 1947 AFR 1947 AFR 1947 AFR 1948 AFR 1947 AFR 1948 AFR 1947 AFR 1947 AFR 1947 AFR 1948 AFR 1947 AFR 1948	
38-11 Visitor's Register Log JAN 1947 38-14 Top Secret Log AFR 1948 51-31 Information Cable Log MAY 1947 51-38 FFDA Reports Log No. 2 JUL 1948 51-42 Log AUG 1947 51-52 Source Log FEB 1948 51-64 Station Traffic Sheet AFR 1948 56-20 Cable Log MAR 1947 57-21 Field Office Log Sheet MAY 1949 60-7 Document Log Sheet AFR 1949 70-2 Incoming Log AFR 1949 70-3 Outgoing Log AFR 1949 70-8 Cable Log - Secret and below. MAY 1949 70-9 Cable Log - Top Secret FEB 1947 70-27 Map Request Record FEB 1947 70-27 Map Request Record FEB 1948 70-40 Job and Time Log JUN 1948 Mail, Courier and Messenger 34-7 No Title - Check Mailing Slip AFR 1947 35-10 Envelope and Message Receipt MAR 1947 35-11 Postage Slip DEC 1948 35-27 Special Mail Preference Slip AFR 1947 AFR 1947 35-27 Special Mail Preference Slip AFR 1947	
51-31	
51-42	
51-52 Source Log FEB 1948 51-64 Station Traffic Sheet AFR 1948 AFR 1948 AFR 1948 AFR 1947 AFR 1949 AFR 1948 AFR 1948 AFR 1947 AFR 1948 AFR 1947 AFR 1948 AFR 1948 AFR 1948 AFR 1948	
57-21 Field Office Log Sheet 60-7 Document Log Sheet 70-2 Incoming Log 70-3 Outgoing Log 70-6 Cable Log - Secret and below. 70-9 Cable Log - Top Secret 70-27 Map Request Record 70-40 Job and Time Log Mail, Courier and Messenger 34-7 No Title - Check Mailing Slip 34-13 Fostage Stamp Disposition Record and Summary Report 35-10 Envelope and Message Receipt 35-11 Postage Slip 35-16 Courier's Classified Mail Receipt 35-27 Special Mail Preference Slip MAY 1949 APR 1947 APR 1947 APR 1947 APR 1947 APR 1947	
70-2 Incoming Log 70-3 Outgoing Log 70-8 Cable Log - Secret and below. MAY 1949 70-9 Cable Log - Top Secret 70-27 Map Request Record 70-40 Job and Time Log Mail, Courier and Messenger 34-7 No Title - Check Mailing Slip 34-13 Fostage Stamp Disposition Record and Summary Report 0CT 1949 75-10 Envelope and Message Receipt 75-11 Postage Slip 75-16 Courier's Classified Mail Receipt 75-27 Special Mail Preference Slip APR 1947 APR 1947 APR 1947	
70-8 Cable Log - Secret and below. MAY 1949 70-9 Cable Log - Top Secret FEB 1947 70-27 Map Request Record FEB 1948 70-40 Job and Time Log JUN 1948 Mail, Courier and Messenger 34-7 No Title - Check Mailing Slip APR 1947 34-13 Fostage Stamp Disposition Record and Summary Report OCT 1949 35-10 Envelope and Message Receipt MAR 1947 35-11 Postage Slip DEC 1948 35-16 Courier's Classified Mail Receipt JUL 1949 35-27 Special Mail Preference Slip APR 1947	
70-40 Job and Time Log JUN 1948 Mail, Courier and Messenger 34-7 No Title - Check Mailing Slip APR 1947 34-13 Fostage Stamp Disposition Record and Summary Report OCT 1949 35-10 Envelope and Message Receipt MAR 1947 35-11 Postage Slip DEC 1948 35-16 Courier's Classified Mail Receipt JUL 1949 35-27 Special Mail Preference Slip APR 1947	
No Title - Check Mailing Slip Ju-13 Fostage Stamp Disposition Record and Summary Report Envelope and Message Receipt Postage Slip Jul 1948 Jul 1949 Special Mail Preference Slip APR 1947 APR 1947 APR 1947 APR 1947 APR 1947	
Fostage Stamp Disposition Record and Summary Report The stage Stamp Disposition Record and Summary Report The stage Stamp Disposition Record and Summary Report OCT 1949 MAR 1947 JUL 1948 JUL 1949 Special Mail Preference Slip APR 1947	
35-10 Envelope and Message Receipt MAR 1947 35-11 Postage Slip DEC 1948 35-16 Courier's Classified Mail Receipt JUL 1949 35-27 Special Mail Preference Slip APR 1947	
35-16 Courier's Classified Mail Receipt JUL 1949 35-27 Special Mail Preference Slip APR 1947	
Medical	
37-7 Treatment Record Card NOV 1946 37-26 Daily Report of Emergency Treatments and	
Physical Examinations SEP 1949. 37-27 Monthly Report of Emergency Treatments and	
Physical Examinations JAN 1947 37-32 Report of Physical Qualifications for Duty DEC 1948	
37-47 Record of Individual Hypodermic Injections JUL 1948 37-48 Case Record JUL 1948	
37-52 Physio-Therapy Record OCT 1948 37-56 Health Record NOV 1948	
37-56A Health Record - Continuation Form NOV 1948 37-66 Motion Sickness JUL 1949	

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO)	TITLE		CURRENT EDITION DATE
Obligation	ns			
32-19	Mana			
34 - 9	Memorandum Record of (bligations .		JUL 1949
34-12				JUN 1949
	Report of Obligations Object Classes	and Expenditures	by	00N 1949
34-12A				NOV 1948
	Report of Obligations Object Classes - Wor	and Expenditures	by	-/40
34 -1 4	Report of Estimated Ob	K Sheet		AUG 1948
34 - 15	THE COLUMN THAN AND A	a un al / ea		AUG 1949
34-34	Record of Unliquidated	Oblination		JUN 1949
01	10000	obitgutions		MAR 1949
Orders				•
33-27	<u> </u>			
33 - 28	Travel Order			**** # = 1
34 - 4	Domestic Travel Order			JUL 1949
34-4A	Travel Order			MAR 1949
36-1	Travel Order - Tissue			MAR 1949.
36 - 36	Purchase Order		•	MAR 1949
36 - 58	Order Ticket			MAR 1949
36 - 65	Job Order			JAN 1947
36 - 77	Telephone Service Order			DEC 1947
36-79	Work Ticket	10 m /g		APR 1948
36-84	Supply and Work Order			JUL 1948
J = 94	Work Order - Graphics			OCT 1948 FEB 1949
Passes. Pas	s and Admission Records	n		1949 TOU
	s and Admission Records			
38-4	Admission Card			
38-5	Forgotten Badge Record			MAY 1947
38-11	Visitor's Register Log		11	JAN 1947
38 - 19	Visitor Admittance Form			JAN 1947
38 - 20	Identification Badge Rec			JAN 1948
38 - 26	THE USE PASS Receipt			SEP 1947
38-31	Tabulation of Visitor Tra			DEC 1947
38 - 41	- 110 OURI LIDII IDANTO TO ARTS - 1			NOV 1948
38-43	Admittance Sheet for Tele	1		JUL 1948
70.14		phione Company		
38-46	Limited Poss Dear			SEP 1948
70-09.	Visitor Exit Pass - Plus			JAN 1949
	TOT OUT TOXIC POSS - Bilto		. L	UG 19/19
38 - 63	Visitor Exit Pass - Fink		A	.UG 1949
			A	.UG 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Pay Roll and	1 Time Records	
32-3 33-22 33-23 33-24 33-29 33-103 34-6 34-24	Request for Approval of Overtime Application for Payment of Allowances Pay R 11 Journal Employee Earnings Record Pay Roll Change Notice Authority to Make Salary Deductions Pay Roll List No Title - Request to outside agency for information concerning last payment to	OCT 1949 OCT 1948 NOV 1948 NOV 1948 MAR 1949 OCT 1948 NOV 1948
3426 3430 3431 3432 3433 3657	employee transferring to CIA. Earnings Record Card - Record of Native Pay Final Payment Clearance Sheet Pay Roll Index Card Application for Allowances Schedule of Allowances Daily Time Sheet	OCT 1947 AUG 1947 FEB 1949 DEC 1948 DEC 1948 DEC 1948
Production	alian di Kabupatèn Bandaran Kabupatèn Bandaran Kabupatèn Bandaran Kabupatèn Bandaran Kabupatèn Bandaran Kabup Kabupatèn Bandaran B	
37-68 56-35 60-62 70-21 70-25	Weekly Work Report Daily Production Document Index Control Sheet Map Reproduction Time Record Drafting Assignment	AUG 191.9 APR 194.7 FEB 194.9 FEB 194.8 FEB 194.8
Purchase		
36-1 36-28 36-36 36-101	Purchase Order Tabulation of Bids Order Ticket Invitation to Bid	mar 1949 may 1948 jan 1947 jun 1948
Receipts an	d Receiving	
20-1 33-14 35-3 35-10 35-16 35-20 35-47 36-66	Receipt Receipt Consolidated Receipt Envelope and Message Receipt Courier's Classified Mail Receipt Consolidated Intelligence Receipt Communications Pouch Receipt Memorandum Receipt	FEB 1948 FEB 1947 FEB 1949 MAR 1947 JUL 1949 OCT 1947 NOV 1947 MAR 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO	TI	TLE	CUREENT EDITION DATE
Receipts a	nd Receiving (cont)		
36-67 38-16 38-16A 38-26 51-54 60-65 70-18 70-29	Receiving Report Document Receipt Document Receipt - Trans: Limited Pass Receipt Transfer Report Graphic Materials Record Library Record Slip Transmittal Record		APR 1948 APR 1948 DEC 1948 DEC 1947 DEC 1947 JUL 1949 FEB 1948 FEB 1948
Recruitmen			
37-8 37-61	Recruitment Request Personnel Recruitment Sta	atus	JUN 1949 MAY 1949
Reference	ndex		
25-10 29-11 29-20 30-10 34-31 35-30 35-30B 35-30B 35-30D 36-81 60-69 70-16 70-18	Report Record Miscellaneous Document Re Screen Record - National Issuance Cross Reference Pay Roll Index Card Abstract Tabulation Card Card Abstract Tabulation Card Stock Locator Record Abbreviation Card Cross Reference Sheet Library Record Slip	Archives	DEC 1947 DEC 1947 FEB 1948 MAR 1948 DEC 1948 APR 1947 SEP 1947 APR 1947 APR 1947 DEC 1948 OCT 1949 SEP 1948
Reports and	Statements		* 7
29-16 32-2 32-18 34-3 34-29 35-39 36-40 37-33	Scientific Report Monthly Forms Report Comparative Financial Stat Administrative Audit Diffe Reconciliation Statement Daily Report Moving Information Report No Title - Commander's and Report	erence Statement	DEC 1947 SEP 1946 JUN 1949 IMR 1949 JAN 1948 JUN 1948 FEB 1947 JAN 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO. TITLE	CURRENT DATE
Reports and Statements (cont)	
77-41 Personnel Status Report 77-41A Unvouchered Personnel Status Report 77-67 Daily Security Report 77-70 Report of Qualifications 78-22 Security Violation Report 78-42 Daily Report 79-53 Status and Efficiency Report 79-81 Covert IAC Personnel Status Report 79-82 Report on Daily Typist Operations	JAN 1949 JUL 1949 JUL 1949 SEP 1949 AUG 1949 JUL 1949 DEC 1947 OCT 1949 MAR 1947
Requirements	
Summary of Budget Estimates Fiscal Year 32-16 Personal Services Estimates 32-17 Non-Personal Services Estimates 57-18 Request for Requirements 59-3 OFC Budgetary Data 70-47 Follow-Up Requirements - SO 70-47A Follow-Up Requirements - OO/C	JUN 1949 JUN 1949 JUN 1949 JAN 1949 JUN 1949 OCT 1949
Requisitions and Requests	
30-11 Request for Approval of Forms 33-15 Request for Advance 36-2 Reproduction Requisition 36-6 Report on Status of Requisition 36-7 Requisition for Supplies, Equipment, or	JUN 1949 JUN 1949 MAR 1949 AUG 1949
Service 36-7A Requisition for Supplies, Equipment, or	SEP 1949
36-58 Job Order 36-65 Telephone Service Order 36-79 Supply and Work Order 37-59 Request for Personnel Folder or Record Card 37-62 Request for Designation 38-2 Request for Credential Document Request Card 60-21 Request for Inter-Library Loan 60-70 Request for Library Loan Service Drafting Specifications - Top Secret (Cover Sheet)	SEP 1949 DEC 1947 APR 1948 OCT 1948 FEB 1949 MAY 1949 JUL 1949 AFR 1949 MAR 1949 OCT 1949
70-19A Drafting Specifications - Continuation Sheet 70-20 Type Order	FEB 1948 FEB 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO	· TITLE	CURRENT EDITION DATE
Rosters an	nd Strength Reports	
32 - 20	Supporting Schedule for S.F.80 and S.F. 113	
37-71	Overt IAC Personnel Status keport	AUG 1949
38-17	Personnel Status Report	OCT 1949
57 -23	Roster of Interpreters	APR 1947 MAY 1949
Mouting, S	ignature and Memo Sheets and Slirs	
15-1	Routing Slip	* **
30-4	Official Routing Slip	DEC 1948
35 - 1	File and Bouting Slip	SEF 1947
35-2	File and Routing Slip	JAN 1949
)) -	File Slip - Standard Register (Used for routing.)	
35-40	Registry Routing Slip	AUG 1947
J) -40	megracity modering slip	JUL 1940
35-55.	Non-CTA Monage Death	In Error
22 22	Non-CIA Message Routing and Recard Sheet - Loan Copy	•
35-56	Non-CTA Mongo no Deserti	JUN 1949
<i>J</i>) J0	Non-CIA Message Kouting and Record Sheet - Retain Copy	
36- 8	Transmittal Slip	JUN 1949
36 - 9	Office Message	SEP 1946
36-70	Moving Tag	SEF 1946
37-9	Referral Sheet	JUN 1948
37-55	Referral Slip	AUG 1949
37-65	Pongonnol (attitue)	NOV 1948
38 - 13	Personnel Action Route Slip	JUN 1949
38-13A	Signature Record and Cover Sheet	APR 1948
38-21	Signature Record and Comment Sheet	JUN 1949
38 - 34	Security Branch SO Routing Sheet	OCT 1947
51 - 9	Investigative Division Routing Slip	JUL 1949
J= J	Routing and Record Sheet - Blue (Free -	
51-10	Restricted - Confide tial)	APR 1949
51-17	Routing and Record Sheet - Pink (Secret)	APR 1949
51 - 18	Information - Cable Routing and Record Sheet	JAN 1947
51-19	Confirmation - Cable Routing and Record Sheet	JAN 1947
51-23	Action - Cable Routing and Record Sheet	JAN 1947
55 - 5	Cable Routing and Record Sheet - Plain	JAN 1947
29°9'.	Internal Routing and Record Slip - 00	OCT 1949
Schedules		
36-60	Panada data at a	
36 - 61	Repair Schedule	DEC 1947
36 -7 7	Service Schedule	DEC 1947
JO-11	Work Ticket	JUL 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM N	O. TITLE		CURKEN EDITION	
Schedules	s (cont)			
36-86 37-28 70-42 70-4 3 70-43	Weekly Working Schedule Immunization Schedule Project Guide Sheet Cover Sheet - White Cover Sheet - Blue		MAY 1949 JAN 1947 JUN 1949 JUN 1949 JUN 1949	
Status			00N 1949	
30-12 37-35 37-41 37-41A 37-61 37-71 38-17 51-36 51-81	Request for Status of Forms Verification of Status Personnel Status Report Unvouchered Personnel Status Report Personnel Recruitment Status Overt IAC Personnel Status Report Personal Status Report Status Card Covert IAC Personnel Status Report		JAN 1949 MAY 1947 JAN 1949 JUL 1949 MAY 1949 OCT 1949 APR 1947 JUN 1947	
Surveys, S	tudies, Investigations and Inspections			
32-14 36-18 36-18 37-36 38-18 38-248 38-48A 38-61 38-102 38-104 38-104 58-104	Budget Analyst Record Survey Report Survey Report - SO Analysis of Efficiency Ratings Analysis She t No Title - Name Check Name Check - Priority Name Check - Non-Priority Request for Applicant Name Check Report of Night Inspection Request for Investigation No Title - Memorandum for transmitting results of covert name check. (White) No Title - Memorandum for transmitting results of covert name check. (Blue Tiss Machine Utilization	sue) j	JAN 1949 MAR 1948 MAY 1947 MAY 1947 MAY 1949 MAY 1949 OCT 1949 AUG 1949 MAR 1949 MAR 1949	
Telecommunic	cations			
35-4 35-5 35-5	Classified Message - Ditto Master Incoming Classified Message - Restricted (White)		DEC 1948	
	Incoming Classified Message - Confidential (White)		IAR 1948	
	15 -	, A	PR 1947	

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO	TITLE	CURRENT EDITION DATE
	Telecommur	nications (cont)	
	35 - 5 35 - 5	Incoming Classified Message - Secret (White) Incoming Classified Message - Top Secret	APR 1947
	55-5	(White) Incoming Unclassified Message - Plain Text	APR 1947
	35-5	(Green) Incoming Classified Message - Restricted	AUG 1948
	35 - 5	(Yellow) Incoming Classified Message - Confidential	MAR 1948
	35-5	(Yellow) Incoming Classified Message - Secret	AUG 1948
	35 - 5	(Yellow) Incoming Classified Message - Top Secret	DEC 1947
	35 - 6	(Yellow) Outgoing Classified Message - Restricted	OCT 1947
	35 - 6	(Pink) Outgoing Classified Message - Confidential	MAR 1948
	35-6	(Pink) Outgoing Classified Message - Secret	OCT 1947
	35-6	(Pink) Outgoing Classified Message - Top Secret (Pink)	DEC 1947
STATINTL	35-7 35-7 35-15 35-36 35-37 35-37 35-39 35-49 35-49 35-49 51-69 51-69 56-29	Outgoing Classified Message - White Outgoing Classified Message - Blue No Title - Message Center Dummy Copy Incoming Classified Message - Yellow Incoming Classified Message - White (Tissue) Outgoing Classified Message - Pink Outgoing Classified Message - Pink (Tissue) Outgoing Classified Message - Blue Daily Report No Title - Message Center Dummy Copy (Blue) Signal Center Copy - Incoming Message (Green) Classified Message - Temporary Copy Telephone Service Order Daily Record of Outgoing Messages Summary Sheet Traffic Summary Teletype Number Sheet Teletype Number Sheet Teletype Number Check	JAN 1948 JUN 1948 JUN 1948 JUN 1947 JUN 1947 JUN 1947 JUN 1947 JUN 1947 JUN 1948 DEC 1948 MAR 1948 APR 1947 MAR 1947 MAR 1947
STATINTL	56 - 26	Headings for Cruising Report - White	MAR 1947 OCT 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM HO	• TITLE	CURRENT
	To lo commu		EDITION DATE
	16 16 COMMIC	nications (cont)	
	56-26A	Cruising Report - Green	OCT 1949
	56-26B	Cruising Report - Yellow	OCT 1949
	56-26C	Cruising Report - Blue	OCT 1949
	56-26D	Cruising Report - Salmon	OCT 1949
	56-26E	Cruising Report - Buff	OCT 1949
	56-35	Daily Production	APR 1947
	56 - 44	Moscow Commentaries for Year	JUN 1947
	56-49	Line Schedules - White	AUG 1947
	56-49	Line Schedules - Salmon	AUG 1947 AUG 1947
	56-49	Line Schedules - Buff	AUG 1947
	56-55	Number Seats for "B" Wire	-
	56-56	Monitoring Schedule	OCT 1947
	56-57	Headings for Cables	NOV 1947
25X1A	56-58	Headings for Cables	NOV 1947
	56-59	Headings for Cables	NOV 1947
	56-60	Headings for Cables	NOV 1947
	56-61	Number Sheet for "B" Wire - Able and Baker	NOV 1947
		Circuits No. 201 to 400	DEG 1047
	56-66	Reception Log	DEC 1947
	56-68	Set-Up Log - White	AUG 1948
	56-68	Set-Up Log - Green	JUL 1949
	56-68	Set-Up Log - Blue	JUL 1949 .
	56-68	Set-Up Log - Salmon	JUL 1949
	56-68	Set-Up Log - Buff	JUL 1949 ·
•	56-69	Equipment Failure Report	JUL 1949
*	56-70	Station Log	JUL 1949
	56-71	Monitoring Report	JUL 1949
	56-72	Engineer's Watch Report	JUL 1949 .
		and or a warou Hobot t	JUL 1949
	Training		•
			A.
	51-1	Training Request Form	TARE 3.040
į.	51-16	Training Evaluation	JAN 1948
	51-16	Training Evaluation - Tissue	JAN 1947
	51-71	Trainee Battery Form	JAN 1947
	51-72	Battery Ratings	NOV 1948
	51-75	Training Record	DEC 1948
į			FEB 1949
P	Transfers		•
İ			***
•	33-3	Personnel Transfer and Clearance Sheet	משום מותם
Ť	36-24	Property Turn-In and Transfer Slip	SEP 1946
1	37-110	Personnel Transfer Letter	JUN 1948
1	60-52	Records Transfer Request	FEB 1949
Î			SEP 1948

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020045-3

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO	O. TITLE	CURRENT EDITION DATE
Transmitt	als	
33-101	No Title - Check Transmittal Memorandum	
33-102	No Title - Memorandum	JUN 1949
34-101	No Title - Memorandum	JUN 1949
	No Title - Memorandum Requesting Additional	1
	Information and/or Corrections in Connect with Travel Voucher	tion
36-38		DEC:1946
37-109	No Title - Reference to Parking Permit	FEB 1947
51-106	Personnel Action Transmittal Memorandum	JUN 1947
60-46	No Title - Transmittal Memorandum Transmittal Sheet	2027
70-29	Transmittal Record	NOV 1948
70-38	Transmittal List	FEB 1948
	TI CHEMIT COUT FIST	MAR 1949
Travel. Tr	an an ontation	1411 1010
	ansportation and Shipping	
33-27	Travel Order	
33-28	Domestic Travel Order	JUL 1949
34-2	Travel Thanks Drder	MR 1949
34-4	Travel Expense Record Travel Order	AUG 1949
34-4/	Trovol Only	MAR 1949
34-5	Travel Order - Tissue	MAR 1949
34-16	Request for Travel Order	JUN 1948
01-10	No Title - CIG Memorandum Copy for Travel	90W T 940
34-17		DEC 1046
34-19	Travel Order Amendment	DEC 1946
34-20	Identification Card Record	DEC 1946
36-4	Transportation Request Receipt	JAN 1947
36-5	Request for Overseas Shipmont as a	MAR 1949
30-5	rioquest for Fick-Up and Delivery Draman	SEP 1946
70 11		
36-11	Final Instructions for Oranges me	SEP 1946
36-27	TING TOT MOVEMENT OF Fomily and Translation	SEP 1946
36-72		DEG 2040
36-85	Domestic Shipping Register	DEC 1946
	Shipping Document	JUN 1948
36 - 85	Shipping Document - Back	APR 1949
37-60	Foreign Travel Request	APR 1949
38-49	Transportation of Household and Day	FEB 1949
38-50	Dirocos and Automobiles	JUL 1949
	Travel History	JUL 1949
51-103	Geographical Cargo Reference Card	the state of the s
	Jacob tot bill buing (net-mindi one	JUN 1949
, 0-40	Shipping Record	DEC 1947
		OCT 1949

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FU CTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Vouchers		
32-11	Journal Voucher for Allotment of Funds for Personal Services	DEC 1947
33-5	Voucher for Payment of Individual Pay Roll	DEC 1941
33-10	and/or Cost of Living Allowances	MAY 1948
33 - 12	Special Funds Voucher	OCT 1947
33-12 33-17	Travel Voucher	JUN 1949
20 - T.1	Reimbursement Voucher for Purchase and	
34-1	Services Other Than Personal	JUL 1949
34-11	Record of Voucher (For Per Diem Accounts) Analysis of Voucher	SEP 1946
01-11	marysis of voucher	MAR 1947
Work Sheets	s, Charts and Graphs	
32-4	Chart (Fiscal Year)	TAR 3040
32-13	Personnel Requirements Work Sheet	JAN 1948 JUN 1949
36-54	Space Survey Work Sheat	SEP 1947
36-62	Cargo Work Sheet	DEC 1947
37-34	Medical Statistics Work Sheet	FEB 1947
51-15	Location Chart	SEP 1947
51-66	Chart (Fiscal Year 194)	MAY 1948
51-80	Assessment Cases and Problems	SEP 1949
55-7	Miloage Work Sheet	FEB 1948
56-28	The Daily Report - Master Contents Sheet	MAR 1947
58-8	Editorial Press Work Sheet	APR 1949
60-18	Contact Register Analysis Report	JUL 1948
60-53	Caption Report	SEP 1948
60 - 55 75 - 1	Graphic Materials Analysis Sheet - Film	APR 1949
(Test)	Record of Infectious Diseases in Foreign	
(1080)	Countries	JUL 1949

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STANDARD FORMS STOCKED IN CIA

FORM NO).	
	7 17 110	
_		
SFl	Frinting and Binding Requisition	
SF2	Lease	
SF14	Telegram (7"x8")	
SF1L	Tolegram (8"x10g")	
SF19	Bond of Indemnity	
SF23	Contract - Construction	· .
SF25	Performance Bond	
SF25a	Payment Bond	
SF26	Driver's Report - Accident	
SF27	Investigation Officer's Report - Accident	1
SF28	Claim for Damages - Accident, Motor Transportation	
SF32	Contract - Supplies	
SF33	Invitation, Bid and Acceptance	
SF36	Continuation Sheet for SF31 or SF33	
SF39	Request for Certification	
sf40	Contract for Telephone Service	* * * * * * * * * * * * * * * * * * * *
SF50	Changes in Civilian Personnel	A 1
SF51	Report of Efficiency Rating	. •
SF52	List of Efficiency Ratings	
SF57	Application for Federal Employment	• •
SF58	Continuation Sheet for SF57	7.11
SF60	Application for Federal Employment (Short Form)	
SF61	Oath of Office, Affidavit	
sf66	Inquiry Regarding Status, Veteran Preference, and/or	7
sf68	Notice of Official Efficiency Rating	service
SF71	Application for Leave	
SF75	Position Description .	•
SF75a	Guide to Position Classifiers, Employers, Supervisors	
18 1000	Preparation of Position Descriptions	for the
SF78	Certificate of Medical Examination	
SF103	Application for Service Credit	
SF105	Obligations, Benefits and Privileges of Membership in	1.1. 1. 44 · · ·
• * *	States Civil Service Retirement System	the United
SF113	Monthly Report of Federal Civilian Employment	
SF113a	Quarterly Report of Federal Civilian Employment	
SF1012	Voucher for Per Diem and/or Reimbursement of Expenses	+ • • •
	to Official Travel	Incident
SF1012a.	Voucher for Per Diem and/or Reimbursement of Expenses	
	to Official Travel - Memorandum	incident
SF1012b	Schedule of Expenses and Itinerary of Traveler	
SF1012c	Voucher for Per Diem and on Post-house	
	Voucher for Per Diem and/or Reimbursement of Expenses to Official Travel - Continuation Sheet	incident
SF1012d	Receipt for Cash - Subvoucher	* * *
	Tellouvoudier.	

STANDARD FORMS STOCKED IN CIA

	FORM NO.	TITLE
	977.071	
	SF1014a	General Ledger
	SF1015a	Allotment Ledger
	SF1015b	Allotment Ledger - Copy
	SF1016	Distribution Ledger
	SF1017g	Journal Voucher
	SF1034	Public Voucher for Purchases and Services Other Than Personal
	SF103l ₄ a	Memorandum
	SF1035	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
	SF1035a	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
	SF1036	Statement and Certificate of Award
	SF1038	Application for Advance of Funds for Travel Expenses
	SF1044	Schedule of Collections
	SF1046	Schedule of Transfers - Special Deposits
	sr1o48	Public Voucher for Refunds - Memorandum
	SF1049	Public Youcher for Refunds
	SF1050	Public Voucher for Refunds - Memorandum
	SF1055	Application for Payment of Amounts Due Deceased or Incompetent
		The second transfer of
		and I do I to the United Chatas
	SF1062	dovernment bill of Lading - Extra Sheet
	SF1067	rubile Voucher for Transportation of Passangara
	SF1067a	Fubile voucher for Transportation of Passonmons
	SF1067b	TUDITO VOUCHER IOR Transportation of Doggonmans
	SF1067c	Tubile voucher for Transportation of Passangers
	SF1069	Voucher for Allowandes at Foreign Dosta of Dut-
	SF1069a	voucher for Allowances at Foreign Posts of Duty - Monayana
	SF1070	and the strength and many the bind chad: 1-
	SF1080	Voucher for Transfers between Appropriations and Jam D. 1
	SF1080a	Memorandum (Disbursement)
8	SF1080b	Voucher for Transfers between Appropriations and/or Funds - Blue (Collection)
2	F1080c	Voucher for Transfers between Appropriations and/or Funds - Green (Collection)
2	SF1095	Summary Statement of Disbursement and Collections by Appropriation Limitations
S	F 1 096	Schedule of Voucher Deductions
	-	Adjustment Voucher to Effect Correction of Errors
		Adjustment Voucher to Effect Correction of Errors
		Adjustment Voucher to Effect Correction of Errors - Memorandum Schedule of Canceled Checks

-2-

RUSTRICTED

STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
101111 1.01	
sF1106	U. S. Government Bill of Lading - Original U. S. Government Bill of Lading - Memorandum U. S. Government Bill of Lading - Shipping Order U. S. Government Freight Waybill - Original U. S. Government Freight Waybill - Carrier's Copy Certificate in Lieu of Lost U. S. Government Bill of Lading -
SF1108	0**
SF1108a	Original Certificate in Lieu of Lost U. S. Government Bill of Lading - Memorandum
SF1113 SF1113a SF1116 SF1117 SF1118	Public Voucher for Transportation Charges Public Voucher for Transportation Charges - Memorandum Statement of General Accounts Balances Schedule of Balances Showing Status of Appropriations Statement of Apportionments and Allotment Accounts by Appropriations
SF1128 SF1126a SF1129 SF1129a SF1129b SF1129c SF1130 SF1137	Pay Roll for Personal Services Pay Roll for Personal Services - Memorandum Voucher for Petty Purchases Voucher for Petty Purchases - Memorandum Voucher for Petty Purchases - Continuation Sheet Voucher for Petty Purchases - Continuation Sheet Time and Attendance Report Leave Record

CIVIL SERVICE FORMS STOCKED IN CIA

FORM WO.	TITLE
CS12 CS1769 CS2803 CS2806-1 CS2806-3 CS2807-1 CS2807-2 CS3000 CS3001 CS3002 CS3005	Proof of Residence Affidavit as to Members of Family in Government Service Individual Retirement Record Designation, Change or Revocation of Beneficiary Notice of Correction of Individual Retirement Record Register of Separations and Transfor Register of Adjustments Annual Summary of Retirement Fund Transactions Retirement Death Claim Application for Retirement Annuity Application for Retirement on Account of Disability Application for Refund of Retirement Deductions

MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

W-4 1737	Employee's Withholding Exemption Certificate Bond Issuance Schedule - United States Savings Bonds - Series E
1737a	Bond Issuance Schedule - United States War Savings Bonds - Series E
6569	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17	Requisition for Publications and Blank Forms
WD43	Individual Earnings Record
7D44	Pay Roll for Personal Services (Civilian Employees)
WD44a	Pay Roll for Personal Services - Continuation Sheet
WD44b	Pay Roll for Personal Services - Memorandum
WD44c	Pay Roll for Personal Services - Memorandum - Continuation Sheet
77 D 58	ray Roll Change Slip
WD60	Pay Roll Certification Control
77D61	Individual Earnings Records Summary Control
WD62	War Savings Bonds Control
WD62	Individual Earnings Records Summary Control War Savings Bonds Control

Federal Works Agency Forms

10-292	Request	for	Work	to	be	Performed
BM68	Property					

Government Printing Office Forms

R2390 Order for Standard Forms or Supplies
RESTRICTED

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

25X1A

ADMINISTRATIVE INST NO.

/2 January 1950

SUBJECT: Forms Control and Standardization

25X1A

- 1. There is furnished herewith Amendment No. 1 to the Appendix of Administrative Instruction dated 14 December 1949. dated 14 December 1949.
- 2. This Amendment contains changes, deletions and additions to the functional list of approved CIA forms covering the period 1 November through 31 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Captain, USN Executive

DISTRIBUTION: A.

Amendment No. 1 to Appendix of Administrative Instruction

25X1A

Page No. 1		
Accounting.	Accounts and Audits	
Insert ahea	ad of 33-16:	
28-101	No Title - Letter No. 1	
28-102	No Title - Letter No. 2	N6V 1949
28-103	No Title - Letter No. 3	NOV 1949 NOV 1949
Insert afte	r 33–18:	
33-26	Capital Transfers Affecting Washington	
33 - 32	Cash Journal	
33–34	Inter Foreign Office Capital Transfers- Yellow	NOV 1949 DEC 1949
33-34	Inter Foreign Office Capital Transfers- Pink	DEC 1949
33-34	Inter Foreign Office Capital Transfers - Green	DEC 1949
Insert after	34-104:	
36-63	Monetary Value Record	NOV 1949
Action		
Change editi	on dates of 37-1 and 37-3 to NOV 1949.	
Allotments a	nd Allocations	
Change edition	on dates of 59-5 to NOV 1949.	
Page No. 2		
Applicancs /	Applications, Appointments, Personnel and I	Personal Data
Insert after		
37-73	Daily Log of Personnel Actions	DDG 1040
37-74		DEC 1949
(REST)		DEC 1949
<i>37-75</i>	Entrance on Duty Record	DEC 1949
37-112	Tattam no landa	DEC 1949

RESTRICTED

NOV 1949

NOV 1949

NOV 1949

Factoriang edition date of 38-1A to DEC 1949.

Trait Analysis

Assessment Request Evaluation Sheet

Insert after 51-24:

51-82

51-83

51-84

Page No. 2 (cont)

Charge-Out and Filing Services

Change edition date of 35-28 to NOV 1949.

Page No. 3

Coding

Change edition date of 60-47 to NCV 1949. Change edition date of 60-66 to NCV 1949.

Page No. 4

Control and Follow-Ups

Delete 30-5.

Insert after 32-12 - Blue:

32-12 Position Control - Vellow

JUL 1949

Change edition date of 36-15 to NOV 1949.

Insert after 36-89:

36-90

Monthly Abstract of Issues of Gasoline, NOV 1949 Oil and Operating Supplies

Change edition date of 37-15 - White to DEC 1949.

Page No. 5

Control and Follow-Ups (cont)

59-1

No Title - OPC Project Control

DEC 1949

Change edition date of 60-65 to NOV 1949.

Insert after 60-68:

70-11

Portable Map Catalog Card

NOV 1949

Change edition date of 70-41 to NOV 1949.

Change edition date of 70-47 to DEC 1949.

Page No. 6

Examinations and Tests

Change edition date of 37-46 to NOV 1949.

Page No. 6 (cont)

File Slips

Change edition date of 38-62 to DEC 1949.

Page No. 7

Information Requests, Reports and Records

Change edition date of 51-4A to NOV 1949.

Change edition date of 51-4A-1 to NOV 1949.

Change edition date of 58-7 to NOV 1949.

Page Ho. 8

Instructions

Insert after 29-5:

30-15

Project Assignment Sheet

DEC 1949

Inventories

Insert after 36-83:

36-91

Inventory Count Slip

NOV 1949

Logsand Registers

Change edition dates of 35-19 and 35-42 to NOV 1949.

Page No. 9

Logs and Registers

Change edition date of 51-52 to DEC 1949.

Mail. Courier and Messenger

Change 35-10 to read as fellows:

35-10

Envelope Receipt

NOV 1949

Medical

Change 37-27 to read as follows:

37-27

Monthly Report of Treatments

NOV 1949

ILLEGIB

Page No. 9 (cont)

Medical (omt)

Insert after 37-56A:

37-57 Physical Qualification Record

NOV 1949

Insert after 37-66:

37-72

Request for Medical Examination and/or

NOV 1949

Immunization

Page No. 10

Orders

Change edition date of 33-28 to DEC 1949.

Page No. 11

Pay Roll and Time Records

Change 36-57 to read as follows:

36-57

Driver's Daily Time Sheet

NOV 1949

NOV 1949

Production

Insert ahead of 37-68:

30-14 (TEST) Management Improvement Project Report

Receipts and Receiving

Change edition date of 35-3 to DEC 1949.

Change 35-10 to read as follows:

35-10

Envelope Receipt

NOV 1949

Page No. 12

Receipts and Receiving

Insert after 36-67:

36-93

Delivery Ticket and Receipt

NOV 1949

Change edition date of 60-65 to NOV 1949.

Reference Index

Delete 29-20.

Page No. 13

Requirements

Change edition date of 70-47 to DEC 1949. .

Insert after 70-47A:

70-49

Intelligence Information Requirements

NOV 1949

Page No. 14

Routing. Signature and Memo Sheets and Slips

Delete 15-1

Change edition date of 37-9 to DEC 1949.

Insert after 51-23:

51-85

Research Materials Routing Slip

DEC 1949

Change 55-5 to read as follows:

55-5

Internal Routing Slip - 00

DEC 1949

Page No. 15

Status

Change edition date of 37-35 to DEC 1949.

Surveys, Studies, Investigations and Inspections

Insert after 32-14:

35-67

Shop Inspection Report

DEC 1949

Change edition date of 36-18 Non-SO, to NOV 1949.

Change edition date of 38-24B to DEC 1949.

Change edition date of 38-48 to NOV 1949.

Change edition date of 38-48A to NOV 1949.

Page No. 16

Telecommunications

Change edition date of 35-36, White (Tissue), to NOV 1949.

Insert after

Page No 16 (cont)

Telecommunications (cont)

Insert efter 35-50:

35–6 0	Message Form - White		NOV 1949
35-60	Message Form - Blue		NOV 1949
35–6 0	Message Form - Yellow		NOV 1949
35-61	Incoming Cable - Pink		NOV 1949
35-62	Outgoing Cable - White		NOV 1949
35-63	Incoming Message - Green	•	NOV 1949
35-64	Outgoing Message - Blue		NOV 1949
35 6 5	Incoming Message - White		NOV 1949
35-66	Outgoing Message - Yellow		NOV 1949

Insert after 36-65:

36-109 No Title - Request for Telephone State- DEC 1949 ment Certification

Page No. 17

Telepommunications

Change 56-55 by deleting "Seats" and substituting "Sheets".

Training

Change edition date of 51-1 to DEC 1949.

Change edition date of 51-16 to NOV 1949.

Change edition date of 51-16 - Tissue to NOV 1949.

Transfers

Insert after 33-3:

33-26 Capital Transfers Effecting Washington DEC 1949

Page No. 18

Transmittals

Insert shead of 33-101:

33-33 No Title - Pay Roll Check Mailing Slip NOV 1949

Travel. Transfortation and Shipping

Change edition date of 33-28 to DEC 1949.

-6-RESTRICTED

Page No. 19

Vouchers

33-31

36-92

Change 33-10 to read as follows:

33-10 Confidential Funds Posting Voucher

NOV 1949

Insert after 33-17:

Transportation Voucher - Confidential Funds

NOV 1949

Work Sheets. Charts and Graphs

Insert after 36-62:

Transportation Work Sheet

NOV 1949

Insert after 60-55:

60-73 Graphics Register Analysis Sheet -Personalities

NOV 1949

STATINTL

- 27 May 1948

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION NO.

SUBJECT: CIA Forms.

STATINTL

Rescinds Administrative Instruction

lated 3 October 1947

- 1. Requests for new and revised forms should be submitted to the Executive for Administration and Management on Form No. 30-11, "Request for Approval of Forms" (see attachment), together with draft of proposed form and "Reproduction Requisition," Form No. 36-2. "Requests for Supplies, Equipment or Services," Form No. 36-7, will be used in lieu of Form No. 36-2 when procurement is to be made from outside sources.
- 2. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination prior to submission of proposed forms for final action. This coordination should provide for maximum utilization and standardization for intra-office or intra-agency use, including elimination of unnecessary current or essentially duplicate/forms.
- 3. The Management Branch, A&M, will provide procedural and format assistance in development and utilization of proposed forms.
- 4. Requests for forms stocked by Services Branch, A&M, will be submitted directly to the Supply Division, Services Branch, on Form No. 36-7.
- 5. All offices which maintain an exclusive inventory of forms will submit Form No. 36-2 or No. 36-7, as appropriate, to the Management Branch, A&M, when reordering such forms.
- 6. Two finished copies of all new or revised forms will be forwarded to the Management Branch by:

- a. Reproduction Division, Services Branch when forms are reproduced within CIA.
- b. Supply Division, Services Branch when forms are obtained from outside sources for central stocking within CIA.
- c. Using Offices when Forms are ordered from outside sources and stocked only within the using office.

FOR THE BCI:

LTS

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

allacked Sixt

ADMINISTRATIVE INSTRUCTION

12 Jar

NO.

SUBJECT: Forms Control and Standardization

25X1A

25X1A

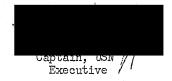
1. There is furnished herewith Amendment No. 1 to the Appendix of Administrative Instruction No.

25X1A

2. This Amendment contains changes, deletions and additions to the functional list of approved CIA forms covering the period 1 November through 31 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



DISTRIBUTION: A.

Amoudmont No 7 t	to Appendix of Administrative Instruction			
	to appendix of Administrative theory			
Page No. 1 Accounting, Accounting	counts and Audits			
Insert ahead of	f 33–16:	2		*
28-102	No Title - Letter No. 2	NOA	1949 1949 1 949	
Insort after 3	3-18:			
33 32 (NOA	1949 1949 1949	
33-34		DEC	1949	
33-34	Inter Foreign Office Capital Transfers- Green	DEC	1949	
Insert after 3.	4-104:			
36-63	Monetary Value Record	NOV	1949	
Action	en de la companya de La companya de la co			
Change edition	dates of 37-1 and 37-3 to NOV 1949.			
Allotments and	Allocations			
Change edition	dates of 59-5 to NOV 1949.		3 1	
Page No. 2	· · · · · · · · · · · · · · · · · · ·	237	A ₁₈ y y	
Applicants, Ap	plications, Appointments, Personnel and I	erso	onal D	ata
Insert after 3	7–58:			
	Daily Log of Personnel Actions Qunlifications Review		1949 1949	
37-75	Entrance on Duty Record Letter of Availability		1949 1949	
Change edition	date of 38-1A to DEC 1949.			
Insert after 5	1-24:		. `	
- 51-83	Trait Analysis Assessment Request Evaluation Sheet	NOA	1949 1949 1949	
en e	-1-			

25X1A

Page No. 2 (cont)

Charge-Out and Filing Dovices

Change edition date of 35-28 to NOV 1949.

Page No. 3

Coding

Change edition date of 60-47 to NOV 1949. Change edition date of 60-66 to NOV 1949.

Page No. 4

Control and Follow-Ups

Delote 30-5.

Insert after 32-12 - Blue:

32-12 Position Control - Yellow

JUL 1949

Change edition date of 36-15 to NOV 1949.

Insert after 36-89:

36-90 Monthly Abstract of Issues of Gasoline, NOV 1949 Oil and Operating Supplies

Change edition date of 37-15 - White to DEC 1949.

Page No. 5

Control and Follow-Ups (cont)

59-1 No Title - OPC Project Control

DEC 1949

Change edition date of 60-65 to NOV 1949.

Insert after 60-68:

70-11 Portable Map Catalog Card

NOV 1949

Change edition date of 70-41 to NOV 1949.

Change edition date of 70-47 to DEC 1949.

Page No. 6

Examinations and Tosts

Change edition date of 37-46 to NOV 1949.

-2-RESTRICTED

Page No. 6 (cont)

File Slips

Change edition date of 38-62 to DEC 1949.

Page No. 7

Information Requests, Reports and Records

Change edition date of 51-4A to NOV 1949.

Change edition date of 51-4A-1 to NOV 1949.

Change edition date of 58-7 to NOV 1949.

Page No. 8

Instructions

Insort after 29-5:

30-15 Project Assignment Sheet

DEC 1949

Inventories

Insert ofter 36-83:

36-91

Inventory Count Slip

NOV 1949

Logs and Registers

Change edition dates of 35-19 and 35-42 to NOV 1949.

Page No. 9

Logs and Registers

Change edition date of 51-52 to DEC 1949.

Mail, Courier and Messenger

Change 35-10 to read as follows:

35-10

Envelope Receipt

NOV 1949

Modical

Change 37-27 to read as follows:

37-27

Monthly Report of Treatments

NOV 1949

. --3⊭

Page No. 9 (cont)

Modical (cont)

Insert after 37-56A:

37-57

Physical Qualification Record

NOV 1949

Insert after 37-66:

37-72

Request for Medical Examination and/or

NOV 1949

Immunization

Page No. 10

Ordoro

Change edition date of 33-28 to DEC 1949.

Page No. 11

Pay Roll and Time Records

Change 36-57 to read as follows:

36-57

Driver's Daily Time Shoet

NOV 1949

Production

Insert ahead of 37-68:

30-14 (TEST) Management Improvement Project Report

NOV 1949

Receipts and Receiving

Change edition date of 35-3 to DEC 1949.

Change 35-10 to read as follows:

35-10

Envelope Receipt

NOV 1949

Page No. 12

Receipts and Receiving

Insert after 36-67:

36**--**93

Delivery Ticket and Receipt

NOV 1949

Change edition date of 60-65 to NOV 1949.

Reference Index

Delete 29-20.

RESTRICTED

Pago No. 13

Requirements

Chango edition date of 70-47 to DEC 1949.

Insort after 70-47A:

70-49

Intelligence Information Requirements

NOV 1949

Page No. 14

Routing, Signature and Memo Sheets and Slips

Delete 15-1

Change edition date of 37-9 to DEC 1949.

Insert after 51-23:

51-85

Research Materials Routing Slip

DEC 1949

Change 55-5 to read as follows:

55**-**5

Internal Routing Slip - 00

DEC 1949

Page No. 15

Status

Change edition date of 37-35 to DEC 1949.

Surveys, Studies, Invostigations and Inspections

Insert after 32-14:

.35-67

Shop Inspection Report

DEC 1949

Change edition date of 36-18 Non-SO to NOV 1949.

Change edition date of 38-24B to DEC 1949.

Change edition date of 38-48 to NOV 1949.

Change edition date of 38-48A to NOV 1949.

Page No. 16

Telecommunications

Change edition date of 35-36 White (Tissue) to NOV 1949.

-5-RESTRICTED

Page No. 16 (cont)

Telecommunications (cont)

Theort after 35-50:

Insert after 36-65:

36-109 No Title - Roquest for Tolophone State- DEC 1949 mont Certification

Page No. 17

Tolepommunications (cont)

Change 56-55 by deleting "Seats" and substituting "Sheets".

Training

Change edition date of 51-1 to DEC 1949.

Change edition date of 51-16 to NOV 1949.

Change edition date of 51-16 - Tissue to NOV 1949.

Transfers

Insert after 33-3:

33-26 Capital Transfers Effecting Washington DEC 1949

Pago No. 18

Transmittals

Insert ahead of 33-101:

33-33 No Title - Pay Roll Check Mailing Slip NOV 1949

Travel, Transportation and Shipping

Change edition date of 33-28 to DEC 1949.

Page No. 19

Vouchors

Change 33-10 to read as follows:

33-10 Confidential Funds Posting Voucher NOV 1949

Insert after 33-17:

33-31 Transportation Vouchor - Confidential NOV 1949

Funds

Work Sheets, Charts and Graphs

Insert after 36-62:

36-92 Transportation Work Sheet NOV 1949

Insert after 60-55:

60-73 Graphics Register Analysis Sheet - NOV 1949

Personalities

-7-RESTRICTED

25X1A

JAN 17 1950

RESTRICTED

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION NO.

12 January 1950

25X1A

SUBJECT: Forms Control and Standardization

- 1. There is furnished herewith Amendment No. 1 to the Appendix of Administrative Instruction dated 14 December 1949.
- 2. This Amendment contains changes, deletions and additions to the functional list of approved CIA forms covering the period 1 November through 31 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Captain, USN // Executive

DISTRIBUTION: A.

25X1A

Amondment No. 1 to Appendix of Administrative Instruction Page No. 1 Accounting, Accounts and Audits Insert ahead of 33-16: 28-101 No Title - Letter No. 1 NOV 1949 28-102 NOV 1949 No Titlo - Letter No. 2 28-1.03 No Title - Letter No. 3 NOV 1949 Insert after 33-18: 33-26 Capital Transfers Affecting Washington DEC 1949 33-32 Cash Journal NOV 1949 33-34 Inter Foreign Office Capital Transfers-DEC 1949 Yellow 33-34 Inter Foreign Office Capital Transfers-DEC 1949 Pink 33-34 Inter Foreign Office Capital Transfers-DEC 1949 Green Insert.after 34-104: 36-63 Monetary Value Record NOV 1949 Action Change edition dates of 37-1 and 37-3 to NOV 1949. Allotments and Allocations Change edition dates of 59-5 to NOV 1949. Page No. 2 Appointments, Personnel and Personal Data Applicants, Applications, Insert after 37-58: 37-73 Daily Log of Personnel Actions DEC 1949 37-74 Qualifications Review DEC 1949 (TEST) 37-75 Entrance on Duty Record DEC 1949 37-112 Letter of Availability DEC 1949 Change edition date of 38-1A to DEC 1949. Insert after 51-24:

RESTRICTED

NOV 1949

NOV 1949

NOV 1949

Trait Analysis Assessment Request

Eva luation Sheet

51-82

51-83...

51-84

.Page No. 2 (cont)

Charge-Out and Filing Dovicos

Change edition date of 35-28 to NOV 1949.

Page No. 3

Coding

Change edition date of 60-47 to NOV 1949. Change edition date of 60-66 to NOV 1949.

Page No. 4

Control and Follow-Ups

Delote 30-5.

Insert after 32-12 - Blue:

32-12 Position Control - Yellow

JUL 1949

Change edition date of 36-15 to NOV 1949.

Insert after 36-89:

36-90

Monthly Abstract of Issues of Gasoline, NOV 1949 Oil and Operating Supplies

Change edition date of 37-15 - White to DEC 1949.

Page No. 5

Control and Follow-Ups (cont)

59-1

No Title - OPC Project Control

DEC 1949

Change edition date of 60-65 to NOV 1949.

Insert after 60-68:

70-11

Portable Map Catalog Card

NOV 1949

Change edition date of 70-41 to NOV 1949.

Change edition date of 70-47 to DEC 1949.

Page No. 6

Examinations and Tosts

Change edition date of 37-46 to NOV 1949.

-2-

Pago No. 6 (cont)

File Slips

Change edition date of 38-62 to DEC 1949.

Page No. 7

Information Requests, Reports and Records

Change edition date of 51-4 Λ to NOV 1949.

Change edition date of 51-4A-1 to NOV 1949.

Change edition date of 58-7 to NOV 1949.

Page No. 8

Instructions

Insert after 29-5:

- 30-15 Project Assignment Sheet

DEC 1949

Inventories

Insert after 36-83:

36-91

Inventory Count Slip

NOV 1949

Logs and Registers

Change edition dates of 35-19 and 35-42 to NOV 1949.

Page No. 9

Logs and Rogisters

Change edition date of 51-52 to DEC 1949.

Mail, Courior and Mossenger

Change 35-10 to read as follows:

35-10

Envelope Receipt

NOV 1949

Modical

Change 37-27 to read as follows:

37-27

Monthly Report of Treatments

Page No. 9 (cont)

Medical (cont)

Insort after 37-56A:

37-57

Physical Qualification Record

NOV 1949

Insert after 37-66:

37-72

Request for Medical Examination and/or Immunization

NOV 1949

Page No. 10

Ordors

Change edition date of 33-28 to DEC 1949.

Page No. 11

Pay Roll and Time Records

Change 36-57 to read as follows:

36-57

Driver's Daily Time Shoot

NOV 1949

Production

Insert ahead of 37-68:

30-14 (TEST) Management Improvement Project Report

NOV 1949

Receipts and Receiving

Change edition date of 35-3 to DEC 1949.

Change 35-10 to read as follows:

35-10

Envelope Receipt

10V 19/9

Page No. 12

Receipts and Receiving

Insert after 36-67:

36**--**93

Delivery Ticket and Receipt

NOV 1949

Change edition date of 60-65 to NOV 1949.

Reference Index

Delete 29-20.

Pago No. 13

Requirements

Change edition date of 70-47 to DEC 1949.

Insert after 70-47A:

70-49 Intelligence Information Requirements

NOV 1949

Page No. 14.

Routing, Signature and Memo Sheets and Slips

Delete 15-1

Change edition date of 37-9 to DEC 1949.

Insert after 51-23:

51-85 Research Materials Routing Slip

DEC 1949

Change 55-5 to read as follows:

55-5 Internal Routing Slip - 00

DEC 1949

Page No. 15.

Status

Change edition date of 37-35 to DEC 1949.

Surveys, Studies, Investigations and Inspections

Insert after 32-14:

35-67 Shop Inspection Report

DEC 1949

Change edition date of 36-18 Non-SO to NOV 1949.

Change edition date of 38-24B to DEC 1949.

Change edition date of 38-48 to NOV 1949.

Change edition date of 38-48A to NOV 1949.

Page No. 16

Telecommunications

Change edition date of 35-36 White (Tissue) to NOV 1949.

Page No. 16 (cont)

Telecommunications (cont)

Theort after 35-50:

35-60 35-60 35-61 35-62 35-63 35-64 35-65	Message Form - White Message Form - Elue Message Form - Yellow Incoming Cable - Pink Outgoing Cable - White Incoming Message - Green Outgoing Message - Eluo Incoming Message - White	NOV 1949 NOV 1949 NOV 1949 NOV 1949 NOV 1949 NOV 1949
35 – 65 35–66	Incoming Message - White Outgoing Message - Yellow	NOV 1949 NOV 1949 NOV 1949

Insert after 36-65:

36-109 No Title - Roquest for Telephone State- DEC 1949 ment Certification

Page No. 17

Tolepommunications (cont)

Change 56-55 by deleting "Seats" and substituting "Sheets".

Training

Change edition date of 51-1 to DEC 1949.

Change edition date of 51-16 to NOV 1949.

Change edition date of 51-16 - Tissue to NOV 1949.

Transfers

Insert after 33-3:

33-26 Capital Transfers Effecting Washington DEC 1949

Page No. 18

Transmittals

Insert ahead of 33-101:

33-33 No Title - Pay Roll Check Mailing Slip NOV 1949

Travel, Transportation and Shipping

Change edition date of 33-28 to DEC 1949.

Page No. 19

Vouchors

Change 33-10 to read as follows:

33+10 Confidential Funds Posting Voucher NOV 1949

Insert after 33-17:

33-31 Transportation Voucher - Confidential NOV 1949

Funds

Work Sheets, Charts and Graphs

Insert after 36-62:

36-92 Transportation Work Sheet NOV 1949

Insert after 60-55:

60-73 Graphics Register Analysis Sheet - NOV 1949

Personalities

-7-RESTRICTED